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Uniwell

SX-7005

Version 4.5

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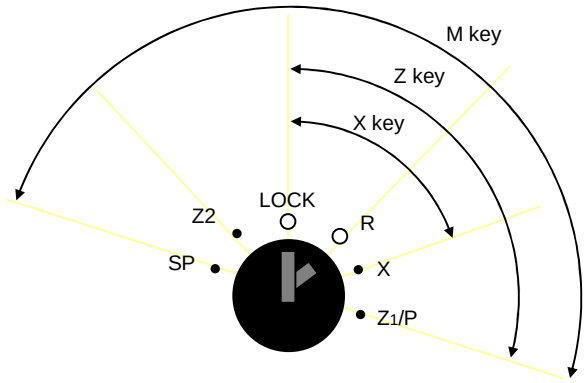
Operations——————————————————————————————SECTION 1

Hardware

Keylock

The control lock has 6 key positions and three keys "M, Z and X" are supplied with the ECR.



SP	**System Programming Mode**
	In this key position, ECR can be set up and programmed.

Z2	**Z2 Reports**
	This key position is for taking 'read and reset' 2nd level reports.

LOCK	**Lock Mode**
	LCD suspended and key input is not accepted. Only the LED lamp (Uniwell logo) is lit in red.

R	**Register Mode**
	This is the main sales mode.

X	**X Reports, X Programming and Others**
	This key position is for taking read only X reports and carrying out X programming, cash declaration, ECR monitoring, EJF view, clerk track transfer, etc.

Z1/P	**Z1 Reports and Programming Mode**
	This key position is for taking 'read and reset' 1st level reports and carrying out Z programming.

Printer

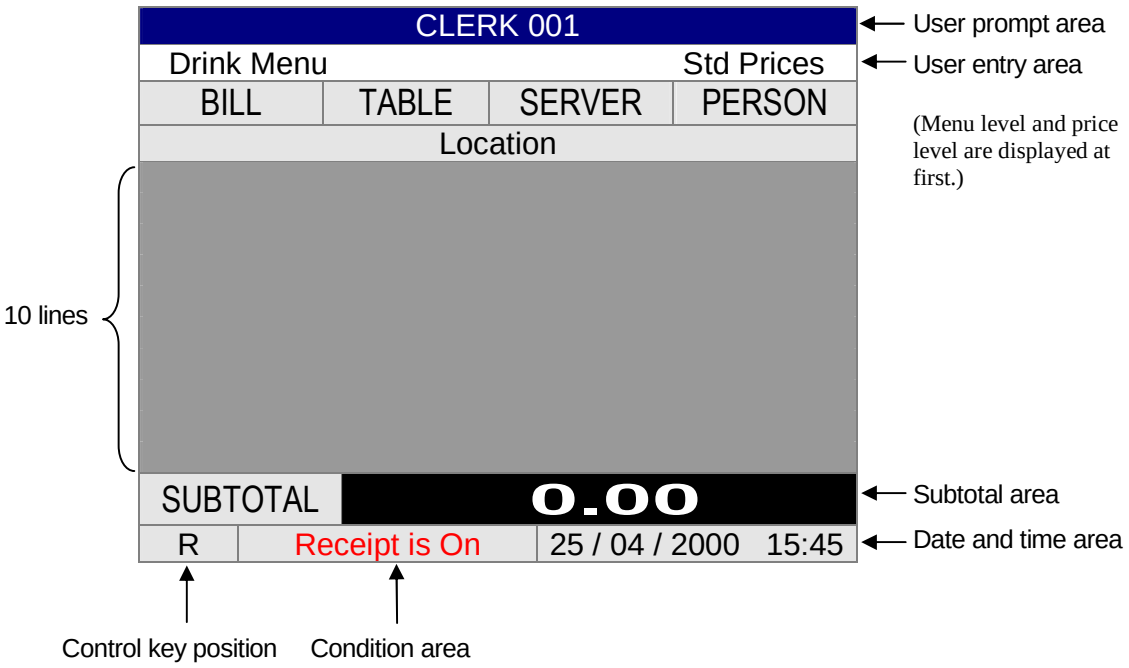
2-Station Thermal Printer	Printer model Printing speed Columns	Epson M-T245 thermal printer with an auto cutter 14 lines/sec 24 columns for receipt/journal

Receipt Paper

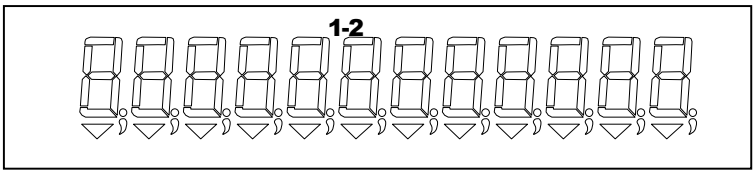
Paper	Specs Part # Ordering	Single thermal roll 44.5 mm x diameter 83 mm (1.718” wide X max. 220’ diameter) 8930 (50 Rolls) Paper can be ordered from www.skan.com or by calling 909 884 0475

Displays

LCD Operator	5.7" Monochrome quarter VGA (320x240) DSTN LCD	
Guest Display	Standard	7 segment numeric display 12 digits x 1 line
	Option	Dot matrix display 16 digits x 2 lines #40540 DSP UNIT 051



REAR DISPLAY (standard)



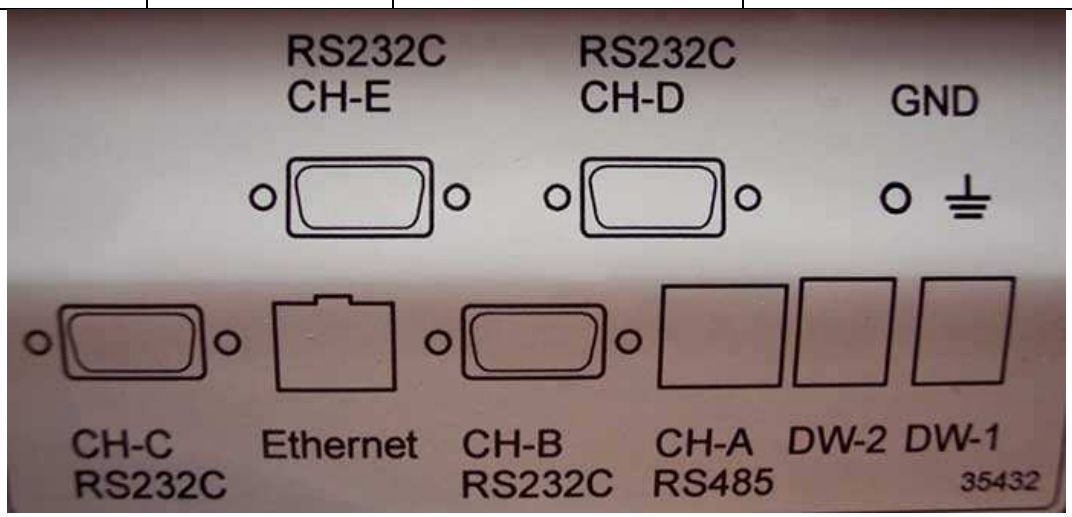
12 digits numeric (7 segments/digit)

Display Contrast

LCD Display Contrast is adjusted by using the **SCROLL BACK** and **SCROLL FORWARD** keys with no Team Member Logged on.

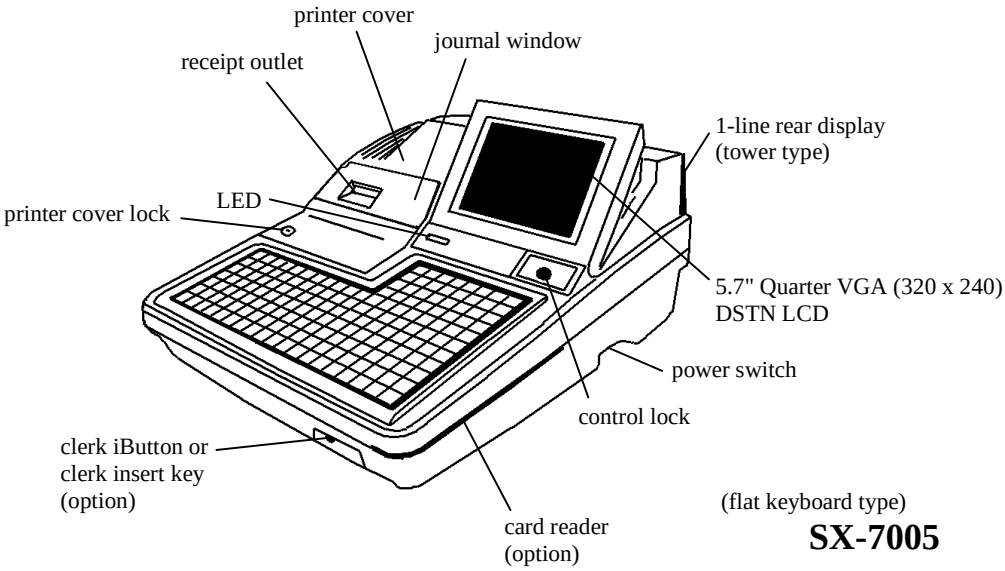
Communications Ports - - - - - - - SX-7005

Standard Port	CH-A: RS485	RJ45 8-pin modular connector	Register to Register Communications
	CH-B: RS232C	9-pin D-sub connector	**Dial In Modem**
	DW-1 Drawer 1	RJ11 8-pin modular connector	**Cash Drawer # 1**
	DW-2 Drawer 2	RJ11 8-pin modular connector	**Cash Drawer #2**
Optional Ports #62080 SX IF7-1 K-UNIT	CH-D: RS232C	9-pin D-sub connector	**Bar Code Scanner**
	CH-E: RS232C	9-pin D-sub connector	DataCap Modem



Dimensions - - - - - - - SX-7005

Dimensions	SX-7005 Width x Depth x Height	14.88” wide x 17.32” deep x 7.89” to 10.23” high (The maximum height is changed by an upright screen angle) Maximum height when customer display is pole mounted: (16.5”)
	Cash Drawer (DW352)	
Weight	SX-7005	approx. 14.77 lbs
	Cash Drawer (DW352)	
Power Supply & Consumption	SX-7005	AC120V 1A / AC230V 0.4A



Replacing Paper Rolls - - - - - - -SX-7005

1. Roll Size:

Single Thermal Roll – 44.5 mm x diameter 83 mm

2. Removing the printer cover:

Turn the printer cover lock key counter-clockwise and gently lift the cover.

3. Removing the old paper:

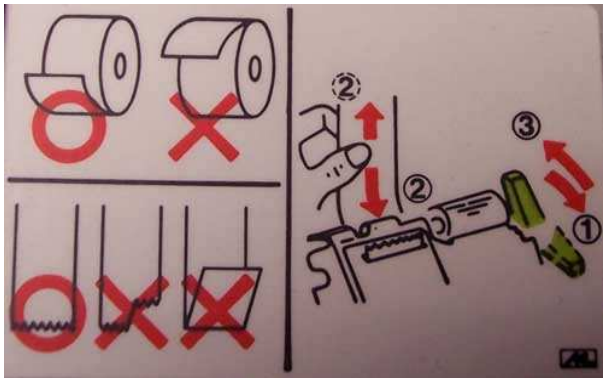
Press the “Receipt feed” and “Journal feed and key to feed the remaining paper through the printer.
DO NOT force paper through the printer as this may result in damage to the printer mechanism or cause a paper jam.
OR
Pull the paper release lever (head up lever) towards the front of ECR and pull the paper through the printer.

4. Inserting new paper:

a) Place the new paper in the correct position on the printer's paper roll bed.

b) Make sure that the leading edge of the new paper roll is cut straight across.

c) Set the head up lever to the head down condition and insert the leading edge into the printer slot, the paper is automatically fed into the printer.



Note:

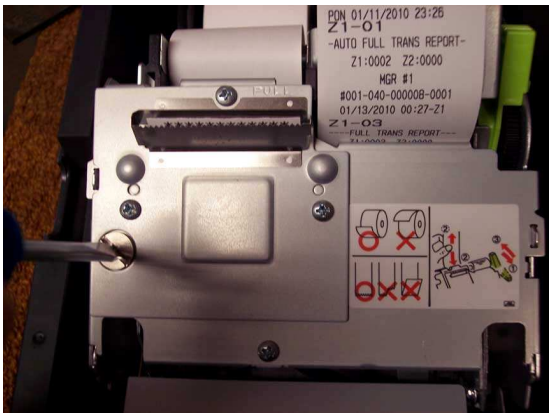
If receipts are blank, it is likely the paper is threaded wrong side up. Thermal paper is coated on one side only.

* Printer Problems - Printer Jam

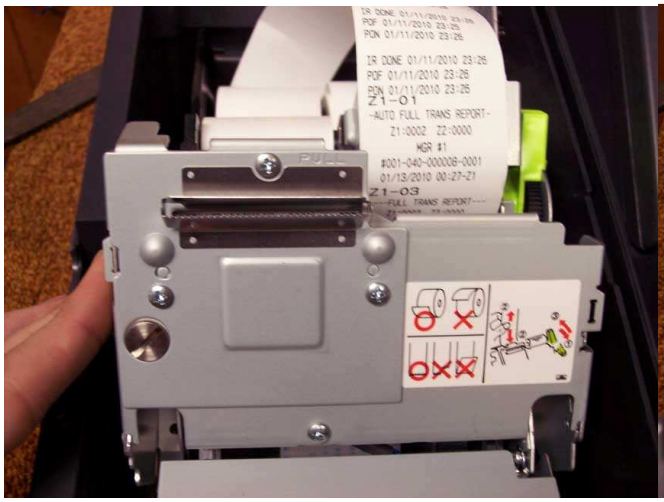
If the auto-cutter is locked by a paper jam or if something comes into the auto-cutter and it becomes locked, please follow the sequences below:

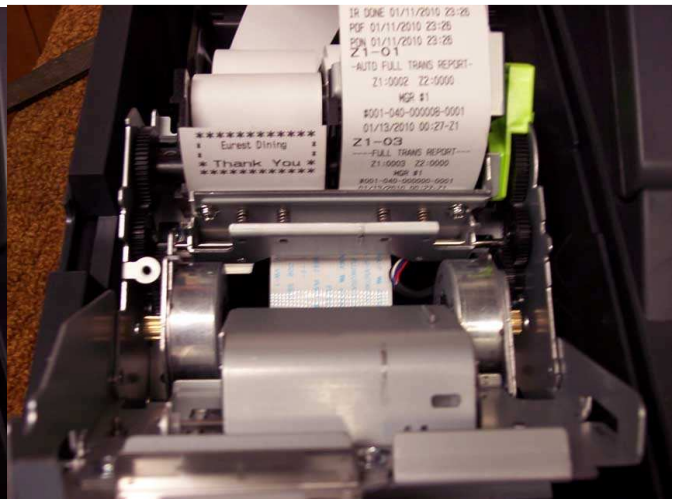
a) Turn the power switch off. Open the printer cover.

b) Remove the printer screw.



c) Lifting from the left of the printer, pull the top plate of the printer towards you





d) Then, carefully remove any jammed paper or other object that may be clogging the paper opening.

e) When clearing Jams, never insert knives or other metal objects into the paper opening to prevent permanent damage.

f) If the Printer appears to be in good working order and still does not print, perform an initial reset on the Cash Register. The SX7005 will automatically shut off the printer if it senses excessive printer errors. See the last page of this manual for detailed instructions on how to perform an Initial Reset.

Transactions and Registrations

Clerk Sign On

Once clocked in, each Team Member must Sign On with their own Clerk number to register a sale.

Enter the Clerk number and press the CLERK key.

The Team Member name will be displayed at the top of the LCD display and the screen will be cleared to permit registration of items.

Clerk Sign Off

After sign on if you need to sign the register off you may do so by pressing the CLERK key.

Function Keys

NOTE: A sample keyboard is included in the attachments. Refer to the keyboard locations of the following keys

CLERK

This is the Sign On key for entry of the Team Member's Clerk number in all key positions.

Using the **X, M** or **Z** key, turn the key lock to the **R, X, Z1/P, Z2,** or **SP** position.

R (Register Mode), X (Report Print/Display Mode), Z1/P (Report Level 1 Print/Reset and Program Modes), Z2 (Report Level 2 Print/Reset Mode), or SP (Supervisor Program Mode)

Enter a valid Team Member Clerk number

Press the "CLERK" key

PLU

Enter the PLU number of an item on the 10-key pad

Press the PLU key to register that item

PRICE

This key is used for amount entries to open items. Dollar and cents amounts are entered on the key pad. The decimal point is not used for amount entries.

$1.00 is entered by pressing 1 0 0

$10.00 is entered by pressing 1 0 0 0

$4.95 is entered by pressing 4 9 5

ENTER

This key is used to choose and select entries in all key lock positions. A line from the display will be selected by use of the SCROLL BACK, SCROLL FORWARD, PAGE UP or PAGE DOWN KEYS. Press the ENTER key to choose the selected line. In general, this key is used to accept entries and answer "YES" to register prompts.

CLEAR

This key is used to "Clear" entries prior to registering them with another key. It can be used in some situations to clear an error condition. In general, this key is used to cancel entries and answer "NO" to register prompts.

X

This is the quantity/multiplication key. Enter a quantity and press the X key; enter the PLU number and press the PLU key.

This key can also be used to enter text into a transaction. Press the X key, the display will show ENTER TEXT at the top of the display and show an entry field at the bottom of the display #< >. Up to 16 characters or numbers can be entered in this field. Use the ENTER key to save the entry. This field can be used for any purpose, but has no totals.

PAGE UP

Use this key to jump up 10 lines in the transaction

This key can also be used to navigate through reports and programming lists.

When pressed when no Team Member is signed on this key will provide a view of the electronic journal.

PAGE DOWN

Use this key to jump down 10 lines in the transaction.

This key can also be used to navigate through reports and programming lists

SCROLL BACK

This key can be used to move the highlighted item line up one position. This is useful when highlighting a line to ERROR CORRECT.

This key can also be used to navigate through the electronic journal, reports and programming lists.

The SCROLL BACK key is also used to darken the background intensity of the screen. This can only be done between transactions when no Team Member is signed on. The display must show “CLERK LOGGED OFF”

SCROLL FORWARD

This key can be used to move the highlighted item line down one position. This is useful when highlighting a line to ERROR CORRECT.

This key can also be used to navigate through the electronic journal, reports and programming lists.

The SCROLL FORWARD key is also used to lighten the background intensity of the screen. This can only be done between transactions when no Team Member is signed on. The display must show “CLERK LOGGED OFF”

RECEIPT COPY

This key can be used to print a second receipt after the transaction has been finalized.

Press the RECEIPT COPY key

The top of the operator display will show the message CLERK TO PRINT?

Press the RECEIPT COPY key again to confirm the printing of a second receipt.

A second receipt will print.

RECEIPT PAPER FEED

This key can be used to feed the paper on receipt side of the printer and works in any mode and key lock setting.

JOURNAL PAPER FEED

This key can be used to feed the paper on the journal side of the printer and works in any mode and key lock setting.

PAID OUT

Paid Out entries cannot be included in a regular sales transaction. Paid Out is a separate transaction type.

Enter the Team Member's Clerk number and press the CLERK key.

Press the PAID OUT key. The screen displays a list of 8 paid out types, number 1 through 8.

Press the number 1 through 8 that corresponds with the type of Paid Out entry to be made

When the number is pressed the screen displays PAID OUT – DESCRIPTION.

Enter the exact amount to be paid and press the CASH key. A receipt like the one below will be printed. Keep this receipt in the cash drawer or staple it to the bill that was paid and file it for balancing.

The amount entered is subtracted from the cash total and added to the paid out type chosen. These amounts are reported on the terminal 01 report.

```
                 PAID OUT

PAID OUT DESCRIPTION
CASH                -5.00
              TEAM MEMBER NAME
#001-008-0005-0001  05/10/2002  17:00-R

             STREET ADDRESS
             CITY STATE ZIP
```

REFUND

The refund key is under manager's control; a warning message box appears on the LCD display when the refund key is pressed in the R or X key lock position. The key lock must be turned to the Z1/P position using the **Z** or **M** key while the Clerk is signed on.

Enter the Clerk number on the 10-key pad and press the **Clerk** Key in the R key lock position.

Using the **Z** or **M** key turn the key lock to the **Z1/P** key position.

Press the **REFUND** key. The first line of the transaction display area shows "***REFUND***"

All entries in the "***REFUND***" mode are done exactly the same as if registering the item for a sale.

Multiple items can be refunded in one transaction. The "Refund" indicator remains ON until the "**REFUND**" key is pressed again to end the refund mode transaction.

After the **REFUND** key is pressed the second time, return the key lock to the R position and finalize the sale by **CASH** or **CREDIT CARD**.

A duplicate of the Receipt is required to attach to the product(s) being returned. With the key lock in the **R** key lock position, press the **RECEIPT COPY** key, when prompted enter the Clerk Number and press the **CLERK** key. A duplicate of this Clerk's last receipt will print. Attach this receipt to the product(s) being returned.

Refund Sample Transaction:

Two products are being returned; one product is $1.00 and the other is open food for $2.00.

Sign on to the register with the Clerk number

Turn the control lock to the Z1/P key lock position

Press "REFUND"

Press "SODA"

Enter 200 ($2.00) and press the "Open Food"

Press "REFUND"

Turn the key lock back to the **R** key lock position

Press "SUBTOTAL" the amount of tax to be refunded on the items is calculated and included in the subtotal.

Press the "CASH" Key

```
SODA                                    -1.00
↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑REFUND↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑
Open Food                               -2.00
↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑REFUND↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑
            -3.00
TAX 1                                -0.26
CASH                                 -3.26
            TEAM MEMBER NAME
 #001-008-0008-0001  05/13/2002  11:00-R


             STREET ADDRESS
             CITY STATE ZIP
```

VOID

Sample Erroneous Sale #1:

CHOCOLAT PRO 32oz 5.70 10% DISC %10.00 -0.57 5.13 TAX 1 0.31 **CASH 5.44** TEAM MEMBER NAME #001-008-0008-0001 05/13/2002 11:00-R STREET ADDRESS CITY STATE ZIP	Enter the Team Member's Clerk number and press the **Clerk** key **2 3 8 & PLU** key **10 Open Discount** key **CASH** key

VOID Sample Transaction #1:

The VOID key is under manager's control; a warning message box appears on the LCD display when the VOID key is pressed in the R or X key lock position. The key lock must be turned to the Z1/P position while the Clerk is signed on.

The VOID key should only be used for canceling previously registered erroneous items. If an item is to be "refunded" the "REFUND" key described above should always be used.

The VOID key should be used within a separate transaction for ease of use.

CHOCOLAT PRO 32oz - 5.70 ↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑ VOID ↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑ 10% DISC %10.00 0.57 ↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑ VOID ↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑ -5.13 TAX 1 -0.31 **CASH** **-** **5.44** TEAM MEMBER NAME #001-008-0008-0001 05/13/2002 11:01-R STREET ADDRESS CITY STATE ZIP	Enter the Team Member's Clerk number and press the **Clerk** Key in the R key lock position. Using the **Z** or **M** key, turn the key lock to the **Z1/P** position. Press the **VOID** key **2 3 8** & **PLU** key **10 Open Discount** key **CASH** key Turn the Key lock back to the **R** position Attach the erroneous receipt to the Voided receipt, with the Voided receipt on top. Write the reason for the void on the front of the Voided Receipt.

Sample Erroneous Sale #2:

BUILD UP 90.00 90.00 TAX 1 5.40 **CREDIT CARD** **95.40** TEAM MEMBER NAME #001-008-0008-0001 05/13/2002 11:00-R STREET ADDRESS CITY STATE ZIP	Enter the Team Member's Clerk number and press the **Clerk** key in the R key lock position. **90 00 EAS / BUILD UP** key **Credit Card** key *After running the charge on the Credit Card Machine, the charge is declined. This sale now needs to be voided.*

VOID Sample Transaction #2:

After running the charge on the Credit Card Machine, the charge is declined. This sale now needs to be voided.

The VOID key is under manager's control; a warning message box appears on the LCD display when the VOID key is pressed in the R or X key lock position. The key lock must be turned to the Z1/P position while the Clerk is signed on.

The VOID key should only be used for canceling previously registered erroneous items. If an item is to be "refunded" the "REFUND" key described above should always be used.

The VOID key should be used within a separate transaction for ease of use.

BUILD UP 90.00 ↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑ VOID ↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑ -90.00 TAX 1 -5.40 **Credit Card -** **95.40** TEAM MEMBER NAME #001-008-0008-0001 05/13/2002 11:01-R STREET ADDRESS CITY STATE ZIP	Enter the Team Member's Clerk number and press the Clerk Key in the R key lock position. Using the **Z** or **M** key, turn the Key lock to the **Z1/P** position. Press the **VOID** key **90 00 EAS / BUILD UP** key **Credit Card** key Attach the erroneous receipt to the Voided receipt, with the Voided receipt on top. Write the reason for the void on the front of the Voided Receipt.

ERROR CORRECT

The **ERROR CORRECT** key may be used within a transaction to correct a previous entry that was incorrectly or unintentionally entered.

Two methods can be used with the **ERROR CORRECT** key.

A. If the mistake is discovered immediately upon registration and no other key registrations have occurred; press the **ERROR CORRECT** key and the previous item is corrected. The amount will not be accumulated in sales totals or in the transaction total. A separate total on the accountability reports will be updated with the amount.

B. If the mistake is discovered only after another item is registered but before the transaction is finalized with a tendering key; press the "**CLEAR**" key to return to the transaction screen, press the "**SCROLL BACK**" key to move the highlight bar to the item to be corrected; press the "**ERROR CORRECT**" key; the word "**CORRECTED**" will be displayed in place of the item price. Continue with the sale by adding additional items or finalize with a tendering key. The corrected item will not be printed on the receipt.

Enter **121** and press the **PLU** Key: ***SUPER PUNCH PLUS 40oz 6.99***

Enter **119** and press the **PLU** Key: ***SLIM & TRIM 40oz 6.99***

Enter **121** and press the **PLU** Key: ***SUPER PUNCH PLUS 40oz 6.99***

Enter **117** and press the **PLU** Key: ***IMMUNE BUILDER 40oz 6.99***

Enter **116** and press the **PLU** Key: ***MUSCLE PUNCH PLUS 40oz 6.99***

Press the **Subtotal** key; the subtotal shows ***36.92***

```
SUPER PUNCH PLUS     40oz            6.99
SLIM & TRIM          40oz            6.99
IMMUNE BUILDER       40oz            6.99
MUSCLE PUNCH PLUS    40oz            6.49
                                 ----------
                                     27.46
   TAX 1                             2.40
                                 ----------
                                     29.86
   CASH                             29.86

                 TEAM MEMBER NAME
#001-008-0005-0001  05/10/2002  17:00-R

              STREET ADDRESS
              CITY STATE ZIP
```

At this point the Clerk notices PLU 121 was entered twice but only 1 was sold.

Press the **Scroll Back** key 2 times until the ***SUPER PUNCH PLUS*** line is highlighted; press ***ERROR CORRECT***. The line will show the word ***CORRECTED*** in place of 6.99

Receipt showing ERROR CORRECT

Press the **CASH** key to finalize the sale

15% DISC (15% Discount) **- - - - RETAIL ITEMS ONLY - - - -**

The 15% DISC key is an item discount, not a subtotal discount to only be used on Retail Item Sales. When pressed immediately following an open amount item it will calculate 15 % of the item price, display the descriptor, discount percent, and the net dollar amount of the discount with a minus sign. The amount of the tax on the discount will be subtracted from the subtotal.

OPEN DISC (Open % Discount) **- - - - RETAIL ITEMS ONLY - - - -**

The OPEN DISC key is an item discount, not a subtotal discount to only be used on Retail Item Sales. When a percent is entered and this key is pressed immediately following an open amount item it will calculate the entered percentage of the item price, display the descriptor, discount percent, and the net dollar amount of the discount with a minus sign. The amount of the tax on the discount will be subtracted from the subtotal.

To register an OPEN DISC

The Clerk must be signed on with a valid Clerk number in the R key lock position

Enter an Amount and Press on of the Open Retail Keys (EAS, Snacks & Candy, Supplements) on the keyboard.

Enter the amount of the discount to be given (10% is entered as 10; 25% is entered as 25; 1/3 discount is entered as 33.33.

Press the OPEN DISC key on the keyboard

Continue registering items or press subtotal and tender the sale to finalize

$ DISC ($ Discount)

The $ DISC key is a dollar amount discount on the subtotal, not an item discount. When an amount is entered and this key is pressed it will subtract the entered amount from the total of the sale, display the DISC (-) descriptor, and the dollar amount of the discount with a minus sign. The amount of the tax on the discount will be subtracted from the subtotal.

To register a $ DISC

The Clerk must be signed on with a valid Clerk number in the R key lock position

Enter a PLU # and press the PLU key or press a preset key on the keyboard

Enter the DOLLAR amount of the discount to be given ($1.00 is entered as 100; $2.50 is entered as 250)

Press the $ DISC key on the keyboard

Continue registering items or press subtotal and tender the sale to finalize

TAX 1 EXEMPT

This key is used to exempt the sale of Smoothies from Sales Tax 1, or any item taxed by Sales Tax 1. (This may vary depending upon your local taxing authority.)

After the sale has been registered, press the SUBTOTAL key, you will see the amount of the sale including all applicable taxes.

Press the TAX 1 EXEMPT key to exempt the sale from Sales Tax 1.

The description EXEMPTED T1 will flash in the upper part of the display where “Location” usually appears.

Press the SUBTOTAL key again; you will see the amount of the sale less Sales Tax 1.

NOTE: If the product is not taxable by Sales Tax 1, the use of this function will now make it Taxed by Tax 1.

NOTE: Registering any sales after this will not exclude them from Sales Tax 1.

TAX 2 EXEMPT

If you do not have a 2nd Sales Tax Rate, do not use this function.

This key is used to exempt the sale of Retail Products from Sales Tax 2, or any item taxed by Sales Tax 2. (This may vary depending upon your local taxing authority.)

After the sale has been registered, press the SUBTOTAL key, you will see the amount of the sale including all applicable taxes.

Press the TAX 2 EXEMPT key to exempt the sale from Sales Tax 2.

The description EXEMPTED T2 will flash in the upper part of the display where “Location” usually appears.

Press the SUBTOTAL key again; you will see the amount of the sale less Sales Tax 2.

NOTE: If the product is not taxable by Sales Tax 2, the use of this function will now make it Taxed by Tax 2. If you do not have a 2nd Sales Tax Rate, do not use this function.

NOTE: Registering any sales after this will not exclude them from Sales Tax 2.

Tender Keys

CASH

This is the key for use when tendering a sale with cash. Two methods of tendering are allowed with this key: Over tendering and exact tendering

Over Tendering is when the guest pays with an amount greater than the subtotal and results in change due back to the guest.

To Over Tender:

After the sale is registered, press the SUBTOTAL key

The total amount with tax that is owed by the guest is displayed

Enter the dollars and cents that the guest offers to tender the sale

The cash drawer will open and the amount of change due back to the guest will be displayed on both the Team Member and guest displays.

The receipt below shows the total sale was $11.69, the guest gave the Team Member $15.69, the Team Member entered 1569 on the 10-key pad and pressed the CASH key, the registered subtracted 11.69 from 15.69 and displayed and printed the change of $4.69

```
SUPER PUNCH PLUS     40oz            6.99
     10% DISC
           %10.00                   -0.70
SUPER PUNCH PLUS     32oz            5.25
     15% DISC
           %15.00                   -0.79
                                ----------
                                     10.75
    TAX 1                             0.94
                                ----------
                                     11.69
    CASH                         15.69
    CHANGE                            4.69
                TEAM MEMBER NAME
#001-008-0005-0001  05/10/2002  17:00-R

              STREET ADDRESS
              CITY STATE ZIP
```

To EXACT TENDER

If the guest tenders the exact amount of the sale, just press the CASH key. The Team Member and guest displays will show 0.00 change due.

The exact tender receipt will look as shown below:

```
SUPER PUNCH PLUS     40oz            6.99
     10% DISC
           %10.00                   -0.70
SUPER PUNCH PLUS     32oz            5.25
     15% DISC
           %15.00                   -0.79
                                ----------
                                     10.75
    TAX 1                             0.94
                                ----------
                                     11.69
   CASH                         11.69

               TEAM MEMBER NAME
#001-008-0005-0001  05/10/2002  17:00-R

              STREET ADDRESS
              CITY STATE ZIP
```

$5, $10, $20, $50

These four keys are set as “Preset” tender keys for the amounts indicated. When a guest tenders a bill in one of these denominations and it is greater than the subtotal just press the appropriate key and the sale will be over tendered by the selected amount. The amount of change will be displayed on both the guest and Team Member display and printed on the receipt.

CREDIT CARD

When a guest is paying by credit card register the transaction as if it were by cash. Press the SUBTOTAL KEY to obtain the amount owed.

Follow your store’s credit card processing procedures using the amount displayed on the operator display.

When the credit card approval is received, press the CREDIT CARD key to finalize the sale.

CHECK

When a guest is paying by check register the transaction the same as if it were a cash sale.

Press the SUBTOTAL key to obtain the total, which will be displayed on both the guest and Team Member displays

Tell the guest what the total of the sale is.

Follow your store's policy on accepting checks.

If the check is for the exact amount of the sale press the CHECK key. (If your store allows guests to write checks for more than the amount of purchase, enter the amount for which the check is written and press the CHECK key; the amount of change due back to the guest will print on the receipt and be displayed on both the guest and Team Member display.

GIFT CERT REDEEM (Gift Certificate Redemption)

This key is to receive payment by gift certificate. This is not to be used to sell a gift certificate

Register the sale as if it were a cash sale

Follow your store procedure for redeeming gift certificates

Enter the amount of the gift certificate on the 10-key pad and press the GIFT CERT REDEEM key.

If the amount of the gift certificate is greater than the sale an amount will display and print as change

If the amount of the gift certificate is less than the amount of the sale, the Team Member display will show the message SHORT TENDER at the top of the screen and the register will beep once each second until an amount is entered by CASH, CHECK, or CREDIT CARD to satisfy the balance of the amount of the sale.

COLLEGE CARD

When a guest is paying by a College Card (a special credit card affiliated with a local College) register the transaction as if it were by cash. Press the SUBTOTAL KEY to obtain the amount owed.

Follow your store's College Card processing procedures using the amount displayed on the operator display.

When the College Card approval is received, press the COLLEGE CARD key to finalize the sale.

SPLIT TENDERING

If a guest is paying with multiple types of payment such as cash and credit card, always enter the smallest amount and type of tender first. This will result in a SHORT TENDER

and the register display will show the message SHORT TENDER, and beep at one second intervals until the transaction is finalized by an amount equal to or greater than the total balance due.

Generally, credit card, check and gift certificate redemptions will be the first type of tender used. This way if the guest wants to over tender the balance of the sale with cash, the amount of change can be calculated and displayed.

NO SALE

This key is used to open the cash drawer without transacting a sale.

The Clerk must be signed on with a valid Clerk number without registering any portion of a sale

Press the NO SALE key

The cash drawer will open and a NO SALE receipt will print

The Team Member is required to indicate the reason for the NO SALE on the receipt and keep the receipt.

Healthy Value Meals

Healthy Value Meal #1

Enter the Team Member's Clerk number and press the CLERK key

Enter the PLU number of the 12 oz Tea

Enter the PLU number of the Muffin

Press the HEALTHY VALUE MEAL 1 key. This will provide a discount of $0.50.

Press SUBTOTAL to show amount owing including taxes

Enter amount tendered by guest and press appropriate key (eg. Cash, check, credit card, etc.)

HEALTHY VALUE MEAL 2 SAMPLE RECEIPT

```
12 oz Tea                          3.75
Muffin                             2.99
HEALTHY VALUE MEAL 1              -0.50
                                --------
    SUBTOTAL                       6.24
    TAX 1                          0.50
                                --------
    SUBTOTAL                       6.74
    CASH                           7.00
    CHANGE                         0.26

             TEAM MEMBER NAME
#001-008-003-001  12/16/2002  17:00-R

              STREET ADDRESS
              CITY STATE ZIP
```

Catering Program

In order to register sales from the Catering Program the following is a guideline on how to register these sales.

The Catering Program is broken down into the following items:

12oz CATERING TAXABLE	12oz CATERING NO TAX
20oz CATERING TAXABLE	20oz CATERING NO TAX
32oz CATERING TAXABLE	32oz CATERING NO TAX
40oz CATERING TAXABLE	40oz CATERING NO TAX

In addition, some School sales may be exempt from Sales Tax.

Sample 1

Catering Sale of 50 – 20 oz Smoothie's at $2.49 each.

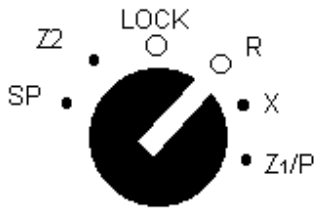
<table>
<tr>
<td><u>Step 1</u> – Catering Sample 1

With no Team Member Logged-On

Using the X, Z or M Key

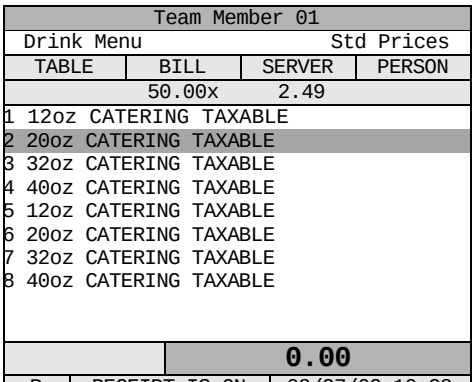
Turn to the R position

Enter a valid Team Member PIN number

Press CLERK</td>
<td> 
</td>
</tr>
<tr>
<td><u>Step 2</u>

Press 50 X 249 PRICE and CATERING

Using the SCROLL keys

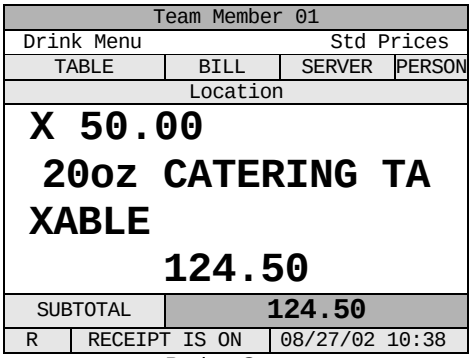
Highlight 20oz CATERING TAXABLE and press ENTER</td>
<td> 

<u>Catering Look Up Screen</u></td>
</tr>
</table>

Step 3 – Catering Sample 1

In case of error
Press **ERROR CORRECT** and
Return to *Step 2* above

Press **SUBTOTAL** to determine the price including Sales Tax



Register Screen

Step 4

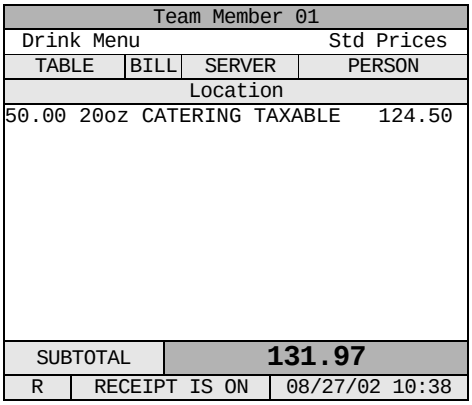
Tender the sale by pressing **CASH**

OR

Tender the sale by pressing **CREDIT CARD**

OR

Tender the sale by pressing **CHECK**



Register Screen

Step 5 – Catering Sample 1

The Receipt will Print

```
50x 20oz CATERING TAXABLE 2.49 124.50
                              ---------
    SUBTOTAL                     124.50
    TAX 1                          7.47
                              ---------
    SUBTOTAL                     131.97
    CHECK                        131.97

            Team Member 01
#001-008-003-001  08/27/2002  10:38-R

            STREET ADDRESS
            CITY STATE ZIP
```

Sample Receipt

And

```
                Enter Clerk
 Drink Menu                 Std Prices
 |          |          |          |
                Location
50.00 20oz CATERING TAXABLE     124.50
      CHECK                     131.97

 SUBTOTAL          0.00
 R   RECEIPT IS ON   08/27/02 10:38
```

R-Logon Required

You are automatically Logged-Off

Sample 2

Tax Exempt Catering Sale of 35 – 12 oz Soda for a NON TAXABLE Program at $2.19 each.

Step 1 – Catering Sample 2

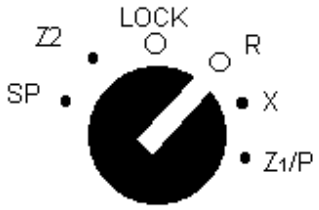
With no Team Member Logged-On

Using the **X**, **Z** or **M** Key

Turn to the **R** position

Enter a valid Team Member PIN number

Press **CLERK**



Step 2

Press **35 X 219 PRICE** and **CATERING**

Using the **SCROLL** keys

Highlight **12oz CATERING NO TAX** and press **ENTER**

```
Team Member 01
Drink Menu                    Std Prices
TABLE | BILL | SERVER | PERSON
35.00x      2.19
1 12oz CATERING TAXABLE
2 20oz CATERING TAXABLE
3 32oz CATERING TAXABLE
4 40oz CATERING TAXABLE
5 12oz CATERING NO TAX
6 20oz CATERING NO TAX
7 32oz CATERING NO TAX
8 40oz CATERING NO TAX
SUBTOTAL          0.00
R | RECEIPT IS ON | 08/27/02 10:38
```

Catering Look Up Screen

Step 4

Tender the sale by pressing **CASH**

OR

Tender the sale by pressing **CREDIT CARD**

OR

Tender the sale by pressing **CHECK**

```
Team Member 01
Drink Menu                    Std Prices
TABLE | BILL | SERVER | PERSON
Location
35.00 12oz SCHOOL PRO  76.65
SUBTOTAL          76.65
R | RECEIPT IS ON | 08/27/02 10:38
```

Register Screen

Step 6 – Catering Sample 2

The Receipt will Print

```
35x 12oz CATERING NO TAX  2.19 76.65
                                ---------
   SUBTOTAL                       76.65
   CASH                           76.65

            Team Member 01
#001-008-003-001  08/27/2002  10:38-R

            STREET ADDRESS
            CITY STATE ZIP
```

Sample Receipt

And

Enter Clerk			
Drink Menu			Std Prices
TABLE	BILL	SERVER	PERSON
Location			
35.00 12oz CATERING NO TAX			76.65
CASH			76.65
SUBTOTAL	0.00		
R	RECEIPT IS ON		08/27/02 10:38

R-Logon Required

You are automatically Logged-Off

REPORTS——————————————————————————————SECTION 2

Please be aware, X Reports are for readings and do not clear or reset any data.

Z1 or Z2 reports will clear or reset the data.

Once a Z1 or Z2 report is run it can NOT be re-printed, so make sure there is enough paper and it has been installed properly BEFORE running ANY reports.

OVERVIEW OF REPORTS

X Reports are those that can be printed without resetting the totals. These reports can be printed as often as needed during the business day.

Z1 Reports are those that should be Reset & Printed at the close of business each day.

Z2 Reports are those that should be Reset & Printed at the "End of Period", immediately after the Z1 Reports have been taken.

How to Run X or Z1/P Reports

With all Team Members signed off, using the **X**, **Z** or **M** key, turn the key lock to the **(X or Z1/P)** position.

Enter **Clerk number** and press the **[CLERK]** key

Using the **[PAGE]** & **[SCROLL]** keys press **[ENTER]** when **REPORTING FUNCTIONS** is highlighted.

Using the **[PAGE]** & **[SCROLL]** keys press **[ENTER]** when the chosen report is highlighted.

With the message "**TO ISSUE…**" press **[ENTER]** to print the report.

The register will automatically sign the Team Member off.

How to Run Z2 Reports

With all Team Members signed off, using the **M** key, turn the key lock to the **(Z2)** position.

Enter **Clerk number** and press the **[CLERK]** key

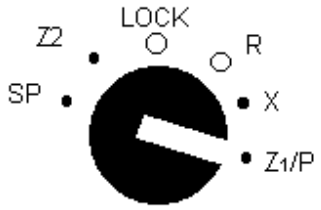
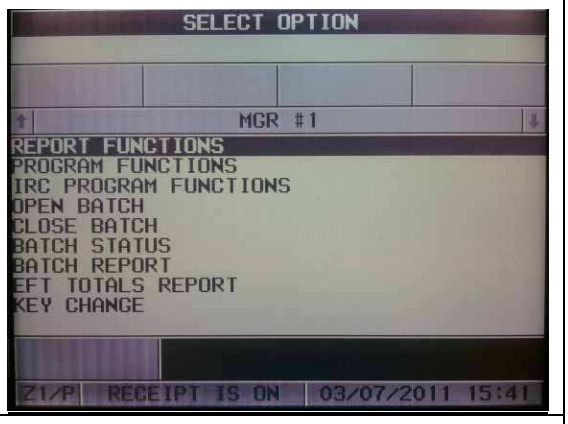
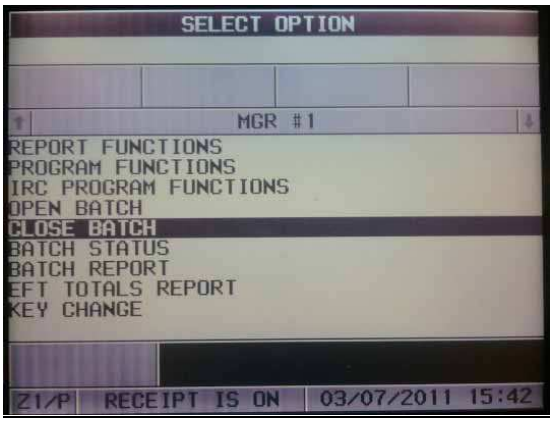
Using the **[PAGE]** & **[SCROLL]** keys press **[ENTER]** when the chosen report is highlighted.

With the message "**TO ISSUE…**" press **[ENTER]** to print the report.

The register will automatically sign the Team Member off.

Credit Card – Close Batch

This will send the batch totals to the bank and print a report of credit card totals in the current batch.

Step 1 With no Clerk / Server Logged-On Using the **Z** or **M** Key Turn to the **Z1/P** position Enter a valid Clerk / Server number Press **CLERK**	 
Step 2 using SCROLL BACK, SCROLL FORWARD Highlight the 5th Option **CLOSE BATCH** Press [ENTER] At the top of screen, it will display "**ARE YOU SURE**?" Press [ENTER] This will close the batch, print up a batch close confirmation, open a new batch, print out the batch report and log of the Clerk / Server.	

Shift Change Procedures

The following Shift Change Procedures are only intended as a guide, your individual requirements may vary:

1) **Check Receipt Paper, replace if less than 1/16th inch of paper remains on the roll.** ***Refer to page 3-4 of this manual for instructions.***

2) Take an X Reading, (**X-01 - AUTO FULL TRANS REPORT**).

   - **NOTE:** Daily totals will NOT be reset.

3) Following your individual store procedures use the **X-01 Auto Full Trans Report** to determine your *Cash Over/Short.*

4) Take an X Reading on Time & Attendance (**X-19-ATTENDANCE REPORT**).

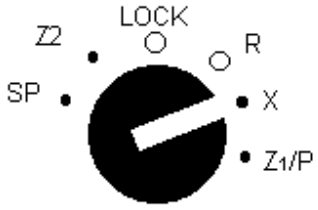
   - **NOTE:** The X Reading <u>does not</u> automatically **CLOCK-OUT** Team Members.

5) Review Team Member **CLOCK-IN**'s and **CLOCK-OUT**'s, making corrections were required. Repeat Step 4 , above, to verify corrections.

The following pages contain step-by-step instructions on how to run the above reports.

If in doubt, please contact your support for guidance.

X-01 – AUTO FULL TRANS REPORT (Shift Change)

Step 1 – X-01 Auto Full Trans Report With no Team Member Logged-On Using the **X**, **Z** or **M** Key Turn to the **X** position Enter a valid Team Member Clerk number Press **CLERK**	
Step 2 Using the **PAGE** & **SCROLL** keys Highlight **REPORT FUNCTIONS** and press **ENTER**	Select Option Team Member 01 CASH DECLARATION REPORT FUNCTIONS VIEW EJF PROGRAM FUNCTIONS CLERK TRACK TRANSFER --MORE-- X | RECEIPT IS ON | 08/27/02 23:38 *Main X Menu*
Step 3 Using the **PAGE** & **SCROLL** keys Highlight **X-01-AUTO FULL TRANSACTION REPORT** and press **ENTER**	Select Option Team Member 01 X-01-AUTO FULL TRANS REPORT X-02- X-03- X-04- X-05- X-06- X-07- X-08 X-09 X-10- --MORE-- X | RECEIPT IS ON | 08/27/02 23:38 *X-Report Menu*

Step 4 – X-01 Auto Full Trans Report

Press **ENTER** to print the report

```
X-87-ASSORTED 1 REPORT

Team Member 01

TO ISSUE PRESS – [ENTER]
or
TO ISSUE TO LCD  –  [X]

--MORE--
X | RECEIPT IS ON | 08/27/02 23:39
```

X-87-Assorted 1 Report Menu

Step 5

The Report will Print

```
X-01
--------AUTO FULL TRANS REPORT---------
08/27/2002
```

X-01-AUTO FULL TRANS REPORT

And

```
CLERK LOGGED OFF

--MORE--
X | RECEIPT IS ON | 08/27/02 23:39
```

X-Logon Required

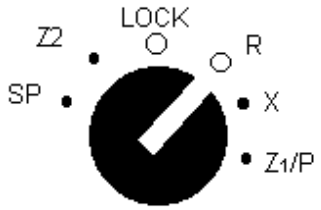
You are automatically Logged-Off

Step 6

Return to **Register** mode

Using the **X**, **Z** or **M** Key

Turn to the **R** position



Register Closing Procedures (Daily)

The following Register Closing Procedures are only intended as a guide, your individual requirements may vary:

1) **Check Receipt Paper, replace if less than 1/16th inch of paper remains on the roll.** ***Refer to page 3-4 of this manual for instructions.***

2) Take an X Reading, (**X-87-ASSORTED 1 REPORT**). .

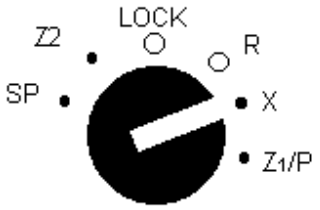
3) Take a Z Reading, (**Z1-88-ASSORTED 2 REPORT**).

   - **NOTE:** Daily totals will be reset.

X-87 – Assorted 1 Report – Read Only (Daily Register Close)

X – 87 – ASSORTED 1 REPORT (Read Only) will print the following reports:

01 - Auto Full Transaction Report
06 - Hourly Report
21 - Full Group Report *(Department Report)*
47 - Grouped PLU Report

Step 1 – X-87-ASSORTED 1 REPORT With no Team Member Logged-On Using the **X**, **Z** or **M** Key Turn to the **X** position Enter a valid Team Member CLERK number Press **CLERK**	
Step 2 Using the **PAGE** & **SCROLL** keys Highlight **REPORT FUNCTIONS** and press **ENTER**	Select Option Team Member 01 CASH DECLARATION REPORT FUNCTIONS VIEW EJF PROGRAM FUNCTIONS CLERK TRACK TRANSFER --MORE-- X | RECEIPT IS ON | 08/27/02 23:38 *Main X Menu*
Step 3 Using the **PAGE** & **SCROLL** keys Highlight **X-87-ASSORTED 1 REPORT** and press **ENTER**	Select Option Team Member 01 X-86-DEL CUSTOMER REPORT X-87-ASSORTED 1 REPORT X-90-PROGRAM INFO X-91-FLEXIBLE PROGRAM INFO X-92-PLU INFO X-93-GROUPED PLU INFO X-96-CUSTOMER BILL REPORT X-97-IND CUSTOMER INFO X-98-EJF CORRECTION REPORT X-99-ELEC JOURNAL REPORT --MORE-- X | RECEIPT IS ON | 08/27/02 23:38 *X-Report Menu*

Step 4 – X-87-ASSORTED 1 REPORT

Press **ENTER** to print the report

```
X-87-ASSORTED 1 REPORT

Team Member 01

TO ISSUE PRESS – [ENTER]
          or
TO ISSUE TO LCD   –  [X]

--MORE--
X | RECEIPT IS ON | 08/27/02 23:39
```

X-87-Assorted 1 Report Menu

Step 5

The Report will Print

```
X-87
----------ASSORTED 1 REPORT----------
          08/27/2002

X-01
--------AUTO FULL TRANS REPORT---------
          08/27/2002
```

X-87-ASSORTED 1 REPORT

And

```
CLERK LOGGED OFF

--MORE--
X | RECEIPT IS ON | 08/27/02 23:39
```

X-Logon Required

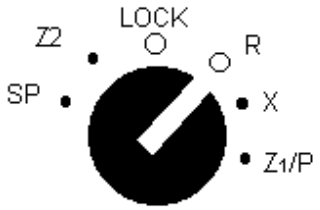
You are automatically Logged-Off

Step 6

Return to **Register** mode

Using the **X**, **Z** or **M** Key

Turn to the **R** position

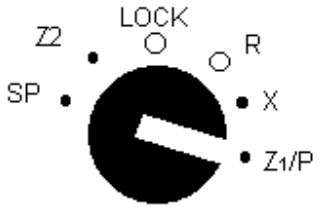


Z1-88 – Assorted 2 Report – Read & Reset (Daily Register Close)

Z1 – 88 – ASSORTED 2 REPORT (**RESET**) will print the following reports:

01 - Auto Full Transaction Report
06 - Hourly Report
21 - Full Group Report *(Department Report)*
47 - Grouped PLU Report

NOTE: DAILY TOTALS WILL BE RESET AND CANNOT BE RE-PRINTED !!

Step 1 – Z1-88-ASSORTED 2 REPORT With no Team Member Logged-On Using the **Z** or **M** Key Turn to the **Z1/P** position Enter a valid Team Member CLERK number Press **CLERK**	
Step 2 Using the **PAGE** & **SCROLL** keys Highlight **REPORT FUNCTIONS** and press **ENTER**	Select Option Team Member 01 REPORT FUNCTIONS PROGRAM FUNCTIONS --MORE-- Z1/P | RECEIPT IS ON | 08/27/02 23:54 *Main Z1/P Menu*
Step 3 Using the **PAGE** & **SCROLL** keys Highlight **Z1-88-ASSORTED 2 REPORT** and press **ENTER**	Select Option Team Member 01 Z1-61-SEQ PLU <c> REPORT Z1-63-IND PLU <a> REPORT Z1-65-IND PLU <b> REPORT Z1-67-IND PLU <c> REPORT Z1-73-FULL CUSTOMER REPORT Z1-75-IND CUSTMOER REPORT Z1-77-GRP CUSTOMER REPORT Z1-81-FULL TRACKING REPORT Z1-88-ASSORTED 2 REPORT Z1-96-CUSTOMER BILL REPORT --MORE-- Z1/P | RECEIPT IS ON | 08/27/02 23:54 *Z1/P-Report Menu*

Step 4 – Z1-88-ASSORTED 2 REPORT

Press **ENTER** to print the report

```
Z1-88-ASSORTED 2 REPORT
Team Member 01
TO ISSUE PRESS – [ENTER]
--MORE--
Z1/P | RECEIPT IS ON | 08/27/02 23:54
```

Z1-88-Assorted 2 Report Menu

Step 5

The Report will Print

```
Z-88
----------ASSORTED 2 REPORT----------
              08/27/2002

Z-01
--------AUTO FULL TRANS REPORT---------
              08/27/2002
```

Z1-88-Assorted 2 Report

And

```
CLERK LOGGED OFF
--MORE--
Z1/P | RECEIPT IS ON | 08/27/02 23:55
```

X-Logon Required

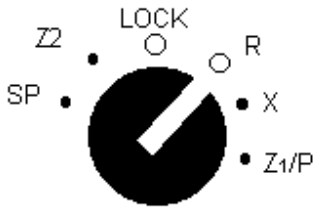
You are automatically Logged-Off

Step 6

Return to **Register** mode

Using the **Z** or **M** Key

Turn to the **R** position



Register Closing Procedures (Period / Month End)

The following Register Closing Procedures for Period / Month End are only intended as a guide, your individual requirements may vary:

1) Follow the instructions given above in “Register Closing Procedures (Daily)”

2) Take an X Reading, (**X-02, X-22, X-48**)

   - **NOTE:** This report is to be run as a duplicate copy of the **Z2-89**

   - **NOTE:** This report will be for your monthly reconciliation

3) Take a Z Reading, (**Z2-89-ASSORTED 3 REPORT**).

   - **NOTE:** This report is to be run on the last Day of the Month.

   - **NOTE:** Run this only after having completed Step 1, above.

   - **NOTE:** Period / Month End totals will be reset.

The following pages contain step-by-step instructions on how to run the above reports.

If in doubt, please contact your Support for guidance.

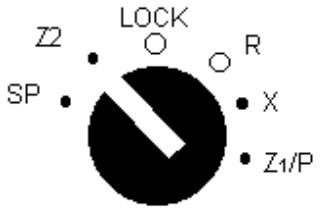
NOTE: PERIOD TOTALS WILL BE RESET and CANNOT BE RE-PRINTED !!

Z2-89 – Assorted 3 Report – Read & Reset (Period / Month End)

Z2 – 89 – ASSORTED 3 REPORT (**RESET**) will print the following reports:

02 - Auto Full Transaction Report
22 - Full Group Report *(Department Report)*
48 - Grouped PLU Report

NOTE: PERIOD / MONTH END TOTALS WILL BE RESET and CAN NOT BE RE-PRINTED !!

Step 1 – Z2-89-ASSORTED 3 REPORT With no Team Member Logged-On Using the **M** Key Turn to the **Z2** position Enter a valid Team Member CLERK number Press **CLERK**	
Step 2 Using the **PAGE** & **SCROLL** keys Highlight **Z2-89-ASSORTED 3 REPORT** and press **ENTER**	Select Option Team Member 01 Z2-64-IND PLU <a> REPORT Z2-66-IND PLU <b> REPORT Z2-68-IND PLU <c> REPORT Z2-71-AUDIT REPORT Z2-74-FULL CUSTOMER REPORT Z2-76-IND CUSTOMER REPORT Z2-78-GRP CUSTOMER REPORT Z2-85-DELETED CUSTOMER REPORT Z2-86-DEL CUSTOMER REPORT Z2-89-ASSORTED 3 REPORT --MORE-- Z2 | RECEIPT IS ON | 08/31/02 23:54 *Main Z2 Menu*
Step 3 – Z2-89-ASSORTED 2 REPORT Press **ENTER** to print the report	Z2-89-ASSORTED 3 REPORT Team Member 01 TO ISSUE PRESS – [ENTER] --MORE-- Z2 | RECEIPT IS ON | 08/31/02 23:54 *Z2-89-Assorted 3 Report Menu*

Step 5

The Report will Print

```
Z2-89
----------ASSORTED 3 REPORT----------
              08/31/2002

Z2-02
--------AUTO FULL TRANS REPORT---------
              08/31/2002
```

Z2-89-Assorted 3 Report

And

```
CLERK LOGGED OFF

--MORE--
Z2 | RECEIPT IS ON | 08/31/02 23:55
```

Z2-Logon Required

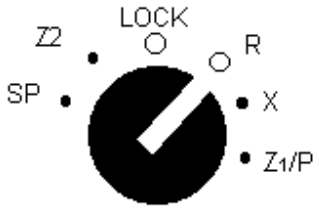
You are automatically Logged-Off

Step 6

Return to **Register** mode

Using the **M** Key

Turn to the **R** position



Description of Reports

01 - Auto Full Transaction Report
This report automatically generates the Major Group Report, Group Report, Clerk Report, Terminal Financial Report, and Grand Total 1 and 2 values

06 - Hourly Report
This report shows the quantity and amount of sales by hour of the day.

11 - Full Clerk Report
Sales and accountability totals for each Team Member who has operated the register since the last Z report was taken (Also included in 01 Report)

21 - Full Group Report *(Department Report)*
All Individual Group sales (Also included in 01 Report)

21 - Maj Grp Group Report
Group *(Department)* Sales are listed and sorted by Major Groups

31 - Major Group Report (Also included in 01 Report)
Major Group sales are listed

41 - Full PLU Report

This lists each PLU that has been registered in a sale since the last Z 41 report was taken. This is not included in the 01 Report

47 - Grouped PLU Report
This lists each PLU that has been registered in a sale and sorts them by the Group that they report to. This is a very useful PLU report.

Each Major Group will be reported only if sales have been registered since the last Z report was taken. Sample:

```
SMOOTHIES
21.00                    73.37
5.49                    %71.8
RETAIL
1.00                     45.25
45.25                   %28.1
                  -----------------

ALL MAJORS
22.00                   160.56
```

```
Maj Group Name
Total Qty                        Total $
Average Sale        Percent of Total Sales
Maj Group Name
Total Qty                        Total $
Average Sale        Percent of Total Sales
                                ----------

ALL MAJORS
Total Qty of Major Groups  Total $ of Maj Grp
```

Pre-Programmed Reports

X-87 – Daily Report (no reset)

As a part of the nightly closing procedure sales reports need to be taken at the register. These reports are used to determine cash over/short and to properly complete Reports. For convenience the registers have been preprogrammed to print the required reports by choosing a single menu option.

X – 87 – ASSORTED 1 REPORT (Read Only) will print the following reports:

01 - Auto Full Transaction Report
06 - Hourly Report
21 - Full Group Report *(Department Report)*
47 - Grouped PLU Report

Print the X – 87 – ASSORTED 1 REPORT

Using the **X** or **M** Key, turn the key lock to the **X** position with all Team Members signed off.

Enter **Clerk number** and press the **[CLERK]** key

Using the **[PAGE]** & **[SCROLL]** keys press **[ENTER]** when **REPORTING FUNCTIONS** is highlighted.

Using the **[PAGE]** & **[SCROLL]** keys press **[ENTER]** when **X – 87 – ASSORTED 1 REPORT** is highlighted.

With the message "**TO ISSUE…**" press **[ENTER]** to print the report.

The register will automatically sign the Team Member off.

Z1-88 – Daily Resets & Reports

Z REPORTS are intended to be run once at the end of the business day. Once a report is taken in the **Z1/P** key lock position the totals are cleared to prepare for the next business day. Before taking any Z1 reports be sure that all other X reports that may be needed are on file and that the printer has an adequate amount of paper to print the entire series of reports

Z1 – 88 – ASSORTED 2 REPORT will reset and print the following reports:

01 - Auto Full Transaction Report
06 - Hourly Report
21 - Full Group Report *(Department Report)*
47 - Grouped PLU Report

Reset & Print the Z1 – 88 – ASSORTED 2 REPORT

Using the **M** key, turn the key lock to the **Z1/P** position with all Team Members signed off.

Enter **Clerk number** and press the **[CLERK]** key

Using the **[PAGE]** & **[SCROLL]** keys press **[ENTER]** when **REPORTING FUNCTIONS** is highlighted.

Using the **[PAGE]** & **[SCROLL]** keys press **[ENTER]** when **Z1 – 88 – ASSORTED 2 REPORT** is highlighted.

With the message "**TO ISSUE…**" press **[ENTER]** to print the report.

The register will automatically sign the Team Member off.

Z2-89 – End of Period Resets & Reports

Z2 REPORTS are intended to be run once at the end of each period. Once a report is taken in the **Z2** key lock position the totals are completely cleared to prepare for the next business period. Before taking any Z2 report be sure that all other Z1 reports that may be needed are on file and that the printer has an adequate amount of paper to print the entire series of reports.

Z2 – 89 – ASSORTED 3 REPORT will reset and print the following reports:

02 – Auto Full Trans Report
22 – Full Group Report *(Department Report)*
48 – Grouped PLU Report

Reset & Print the Z2 – 89 – ASSORTED 3 REPORT

Using the **M** key, turn the key lock to the **Z2** position with all Team Members signed off.

Enter **Clerk number** and press the **[CLERK]** key

Using the **[PAGE]** & **[SCROLL]** keys press **[ENTER]** when **Z2 – 89 – ASSORTED 3 REPORT** is highlighted.

With the message "**TO ISSUE…**" press **[ENTER]** to print the report.

The register will automatically sign the Team Member off.

Weekly Sales Journal – Z Tape Net Totals

The Z Tape Net Totals section shown on the Weekly Sales Journal is completed as shown in the illustration, below. Departments with zero sales figures will not be listed on the 01 Auto Full Trans Report.

```
Z-01
-----AUTO FULL TRANS REPORT------
            08/13/2002

------------------      ----------
01 BUILDUP
2.0                          25.45
02 FOOD
3.0                          28.20
03 ID FORM
2.0                           1.89
04 SNACKS
4.0                          10.23
05 20ozSM
23.00                        78.07
06 40ozSM
9.00                         52.41
07 CERTVIP
1.0                          15.00
08 20ozPR
5.0                           0.00
09 12ozSM
2.0                           5.98
10 HEATERZ
3.0                           8.97
11 KINGSTX
3.0                           6.97
12 SUPPLEM
3.0                          31.90
14 32ozSM
11.0                         46.96
16 COMBOS
8.0                          -5.50
18 32ozPR
2.0                           0.00
19 40ozPR
1.0                           0.00
20 12ozPR
1.0                           0.00
21 HTZPRO
1.0                           0.00
22 KINGPRO
1.0                           0.00
24 KIDSPRO
1.0                           0.00
25 HTLNPRO
1.0                           0.00
27 12oz CATERING
1.0                          10.00
-------
ALL GROUPS
62.00                       316.53
-----------------------------------
```

Weekly Sales Journal

	Mon	Tue
Date (M/D/Y)	8/13/02	8/14
Cash	239.55	
Checks	15.70	
Smoothie $ redeemed		
Total Deposits	**$255.25**	
Master Card / Visa	78.13	
American Express		
Discover		
SK Gift Cards Redeemed		
Debit Cards		
Paid Outs		
a. Total	**333.38**	
Z Tape Net Totals		
Dept #1 – Build up	25.45	
Dept #2 – Food	28.20	
Dept #3 – I.D. Formulas	1.89	
Dept #4 – Snacks	10.23	
Dept #5 – Smoothie 20 oz	78.07	
Dept #6 – Smoothie 40 oz	52.41	
Dept #7 – SK Gift Cert & VIP	15.00	
Dept #9 – Smoothie 12 oz	5.98	
Dept #10 – HeaterZ	8.97	
Dept #11 – Hot Line / King Stix	6.97	
Dept #12 – Supplements	31.90	
Dept #13 – N/A for Uniwell		
Dept #14 – Smoothie 32 oz	46.96	
Dept #27 – Catering 12oz smo	10.00	
DEPT TL (All Groups)	322.03	
Less Discounts (-)	1.00	
Dept #16 – Combos/HVM	5.50	

This amount found on next page

Weekly Sales Journal – Tax Totals

This illustration shows how the Sales Tax section of the Weekly Sales Journal is completed. Discounts and taxes with zero sales figures will not be listed on the 01 Auto Full Trans Report.

It is important to note that **NET 1** and **b.NET 2(GROSS)** will not balance to one another, as **NET 1** does not include sales tax collected.

```
Z-01
-----AUTO FULL TRANS REPORT------
            08/13/2002

ALL CLERKS
SALES TYPE 1                316.53
                          --------
GROSS TTL                   316.53

--------------------------------

TAX SALES1                  204.75
TAX 1                        14.33

TAX SALES2                   70.33
TAX 2                         3.52

NON TXBL4                    40.45

--------------------------------

CREDIT CARD
3                            78.13
CHECK
2                            15.70
CASH
18                          239.55
                          --------
GROSS TTL                   333.38


DISC (-)
1                            -1.00
10% DISC
1                            -0.30
OPEN DISC
1                             0.00
```

Weekly Sales Journal

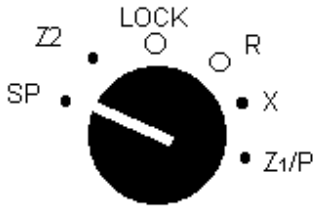
Z Tape Net Totals		
Dept #1 – Build up	25.45	
Dept #14 – Smoothie 32 oz	46.96	
Dept #15 – Frozen Treats		
DEPT TL	$322.03	
Less Discounts (-)	1.00	
Dept #16 – Combos/HVM	5.50	
NET 1	**$315.53**	
Tax 1 ST	204.75	
TAX 1	14.33	
X-TAX1		
TAX 2 ST	70.33	
TAX 2	3.52	
X-TAX 2		
TAX 3		
NON TAXBL 4	40.45	
b. NET 2 (GROSS)	**$333.38**	
Over/(Short) (a-b)	$0.00	

NET 1 is calculated by subtracting **DISC(-)** and **Dept 16 COMBOS/HVM** which will equal **GROSS TTL** less **DISC (-)** on your Z Tape

NET 2 is calculated by adding Sale Tax to be collected (**TAX1**, **TAX2**, **TAX3**) to **NET1**

NET1 & NET2 are calculated on this form and may not always match ALL GROUPS and GROSS TTL as printed on the Z Tape additional calculations must be made

SP-101 PLU Price Changes

Step 1 – SP-101 PLU Price Changes With no Team Member Logged-On Using the **M** Key Turn to the **SP** position Enter a valid Team Member Clerk number Press **CLERK**	
Step 2 Using the **PAGE** & **SCROLL** keys Highlight **SP-101 PLU PRICES** and press **ENTER**	Select Option Team Member 01 SP-100 PLU MODIFIERS SP-101 PLU PRICES SP-102 PLU HALOS SP-103 HARD CLERKS SP-117 CLERK IBUTTONS SP-104 CLERK CARDS SP-105 CLERK COMMISSION SP-106 MEDIA EXCHANGE RATE SP-107 DISCOUNT AMOUNT SP-108 PRICE LEVEL --MORE-- SP | RECEIPT IS ON | 08/27/02 12:38 *Main Programming Menu*
Step 3 Push the item on the keyboard that needs to change Or Enter PLU number Press **ENTER**	SP-101 PLU PRICES Team Member 01 --MORE-- **PLU No ? <15_ >** SP | RECEIPT IS ON | 08/27/02 12:39 *PLU Price Change Screen 1*

Step 4 – SP-101 PLU Price Changes

In case of error
Press **CLEAR** and return to *Step 3*

OR

Using the **SCROLL** keys

Highlight **Std Prices 1** and press **ENTER**

Note: Only "Standard Price Level 1" is used

Enter the new **Std Prices 1** and press **ENTER**
(*with out decimal*)

```
SP-101 PLU PRICES
PLU 15-SHAKES & MALTS      20 oz
Team Member 01
Std Prices 1:            3.99
Std Prices 2:            0.00
Std Prices 3:            0.00
Happy Hour 1:            0.00
Happy Hour 2:            0.00
Happy Hour 3:            0.00
Evening    1:            0.00
Evening    2:            0.00
Evening    3:            0.00
NEW : <499_      >
SP | RECEIPT IS ON | 08/27/02 12:39
```

PLU Price Change Screen 2

Step 5

In case of error
Return to *Step 4* above

OR

To ***Exit***
Press **CLEAR**

```
SP-101 PLU PRICES
PLU 15-SHAKES & MALTS      20 oz
Team Member 01
Std Prices 1:            4.99
Std Prices 2:            0.00
Std Prices 3:            0.00
Happy Hour 1:            0.00
Happy Hour 2:            0.00
Happy Hour 3:            0.00
Evening    1:            0.00
Evening    2:            0.00
Evening    3:            0.00
SP | RECEIPT IS ON | 08/27/02 12:42
```

PLU Price Change Screen 2

Step 6

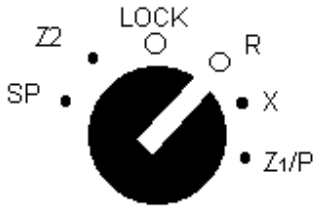
To edit another PLU
Return to *Step 3* above

OR

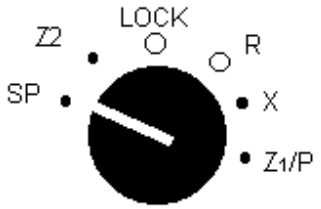
To ***Exit***
Press **CLEAR**

```
SP-101 PLU PRICES
Team Member 01
--MORE-- | PLU No ? <_          >
SP | RECEIPT IS ON | 08/27/02 12:43
```

PLU Price Change Screen 1

<u>Step 7</u> – SP-101 PLU Price Changes To ***Log-Off*** Press **CLERK**	Select Option Team Member 01 SP-100 PLU MODIFIERS SP-101 PLU PRICES SP-102 PLU HALOS SP-103 HARD CLERKS SP-117 CLERK IBUTTONS SP-104 CLERK CARDS SP-105 CLERK COMMISSION SP-106 MEDIA EXCHANGE RATE SP-107 DISCOUNT AMOUNT SP-108 PRICE LEVEL --MORE-- SP | RECEIPT IS ON | 08/27/02 12:44 *<u>Main Programming Menu</u>*
<u>Step 8</u> Return to **Register** mode Using the **M** Key Turn to the **R** position	

SP-122 PLU Programming – Adding a new Item

Step 1 – SP-122 PLUS With no Team Member Logged-On Using the **M** Key Turn to the **SP** position Enter a valid Team Member PIN number Press **CLERK**	
Step 2 Using the **PAGE** & **SCROLL** keys Highlight **SP-122 PLUS** and press **ENTER**	Select Option Team Member 01 SP-122 PLUS SP-123 CLERKS SP-124 MEDIAS SP-125 CONDIMENT GRP SP-126 COPOKING INST GROUPS SP-127 EDIT RANGE OF PLUS SP-128 CREATE RANGE OF PLUS SP-129 PERSON TYPE SP-130 USER TEXT SP-131 WARNING MESSAGES --MORE-- SP | RECEIPT IS ON | 08/27/02 12:38 *Main Programming Menu*
Step 3 Push the item on the keyboard that needs to added OR Enter PLU number Press **ENTER**	SP-122 PLUS Team Member 01 --MORE-- | **PLU No ? <2_ >** SP | RECEIPT IS ON | 08/27/02 12:39 *PLUS Screen 1*

Step 4 – SP-122 PLUS – (NAME)

In case of error
Press **CLEAR** and return to *Step 3 above*

OR

Using the **SCROLL** keys

Highlight **NAME** and press **ENTER**

Enter the new **NAME** and press **ENTER**

If the item is already in the file, follow these steps to ensure the item has been programmed correctly as improper programming will cause various problems

An alpha key sheet is found below the normal key sheet

```
                SP-122 PLUS
PLU 2
                Team Member 01
NAME:
GRP:                        0
Std Prices 1:            0.00
Std Prices 2:            0.00
Std Prices 3:            0.00
Happy Hour 1:            0.00
Happy Hour 2:            0.00
Happy Hour 3:            0.00
Evening    1:            0.00
Evening     2:            0.00
--MORE--   NEW : <SMOOTH20 .5 LITER
                              >
SP   RECEIPT IS ON   08/27/02 12:39
```

PLUS Screen 2

Step 5 – (GRP / Department)

Enter Department

Please refer to your nightly Spread Sheet or contact your Operations Consultant for the correct department assignment

In case of error
Return to *Step 4* above

OR

To **Exit**
Press **CLEAR** to return to *Step 11* below

```
                SP-122 PLUS
PLU 2
                Team Member 01
NAME:   12oz Soda
GRP:                        0
Std Prices 1:            0.00
Std Prices 2:            0.00
Std Prices 3:            0.00
Happy Hour 1:            0.00
Happy Hour 2:            0.00
Happy Hour 3:            0.00
Evening    1:            0.00
Evening     2:            0.00
--MORE--          NEW: < 4 >
SP   RECEIPT IS ON   08/27/02 12:42
```

PLUS Screen 2

Step 6 – (Price Change)

Using the **SCROLL** keys

Highlight **Std Prices 1** and press **ENTER**

Enter the new **Std Prices 1** and press **ENTER**
(*with out decimal*)

```
                SP-122 PLUS
PLU 2
                Team Member 01
NAME:   12oz Soda
GRP:                        4
Std Prices 1:            0.00
Std Prices 2:            0.00
Std Prices 3:            0.00
Happy Hour 1:            0.00
Happy Hour 2:            0.00
Happy Hour 3:            0.00
Evening    1:            0.00
Evening     2:            0.00
--MORE--       NEW : <89_     >
SP   RECEIPT IS ON   08/27/02 12:42
```

PLUS Screen 2

Step 7 – SP122 – PLUS (Price Change)

In case of error
Return to *Step 6* above

OR

To edit another PLU,
Press **CLEAR** to return to *Step 3* above

OR

To **Exit**
Press **CLEAR** to return to *Step 11* below

```
SP-122 PLUS
PLU 2
Team Member 01
NAME:   12oz Soda
GRP:                    5
Std Prices 1:        0.89
Std Prices 2:        0.00
Std Prices 3:        0.00
Happy Hour 1:        0.00
Happy Hour 2:        0.00
Happy Hour 3:        0.00
Evening    1:        0.00
Evening     2:        0.00
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:43
```

PLUS Screen 2

Step 8 – (FLAG1)

Using the **SCROLL** keys

Highlight **FLAG1** and press **ENTER**

Note: Most likely you will only need to modify the flags found in FLAG1 at this time

```
SP-122 PLUS
PLU 2
Team Member 01
Evening    2:        0.00
FLAG1:                 01
FLAG2:                 00
FLAG3:                 00
FLAG4:                 00
FLAG5:                 00
HALO:                  00
KP:                    00
CATEGORY:               0
COOK:                     0
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:44
```

PLUS Screen 3

<u>Step 9</u> – SP122 PLUS (FLAG1)

Using the **SCROLL** keys

Highlight **H – PLU IS NEGATIVE** and press **ENTER** to toggle from NO to YES.
(Discount PLU's, Coupons, etc, When this amount is to be deducted from the sale.)

OR

Highlight **G – ZERO PRICE PERMITTED** and press **ENTER** to toggle from **NO** to **YES**.
(Free PLU's, Damaged Cups, etc. When the amount of the PLU is zero.)

OR

Highlight **D – AFFECTS TAX 4** and press **ENTER** to toggle from **NO** to **YES**.
(Used only if the item is tax exempt in your area)

OR

Highlight **C – AFFECTS TAX 3** and press **ENTER** to toggle from **NO** to **YES**. *(Very few sites will ever use Tax Rate 3)*

OR

Highlight **B – AFFECTS TAX 2** and press **ENTER** to toggle from **NO** to **YES**.
(Taxable by Tax Rate 2)

OR

Highlight **A – AFFECTS TAX 1** and press **ENTER** to toggle from **NO** to **YES**.
(Taxable by Tax Rate 1)

OR

To **Exit**
Press **CLEAR**

Please use great care when modifying these fields

Incorrect flags will result in Revenue & Tax Collecting inconsistencies

```
                SP-122 PLUS
PLU 2
                FLAG 1    - 01
H – PLU IS NEGATIVE           - NO
G – ZERO PRICE PERMITTED      - NO
F – ONLY SOLD AS CONDIMENT    - NO
E – CANADIAN TAX – GST VAT    - NO
D – AFFECTS TAX 4             - NO
C – AFFECTS TAX 3             - NO
B – AFFECTS TAX 2             - NO
A – AFFECTS TAX 1             - YES

 --MORE--
 SP   RECEIPT IS ON   08/27/02 12:45
```

<u>PLUS Screen 3</u>

Note: F-Only Sold as Condiment &
E Canadian Tax – GST VAT
Are not used by often

Sales Tax Rates are found in SP-155 TAX RATES

Tax 4 is used for items that are tax exempt, unless there are 4 differing tax rates in the taxing municipality. These figures are found in "NON TXBL 4" of the nightly reset.

Step 10 – SP-122 PLUS

To **Exit**
Press **CLEAR**

```
SP-122 PLUS
PLU 2
Team Member 01
Evening    2:          0.00
FLAG1:                   01
FLAG2:                   00
FLAG3:                   00
FLAG4:                   00
FLAG5:                   00
HALO:                    00
KP:                      00
CATEGORY:                 0
COOK:                      0
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:48
```

PLUS Screen 3

Step 11

To edit another PLU
Return to *Step 3* above

OR

To **Exit**
Press **CLEAR**

```
SP-122 PLUS
Team Member 01
--MORE--   PLU No ? <_          >
SP | RECEIPT IS ON | 08/27/02 12:48
```

PLUS Screen 1

Step 12 – PLUS SP-122

To **LOG-OFF**
Press **CLERK**

```
Select Option
Team Member 01
SP-122 PLUS
SP-123 CLERKS
SP-124 MEDIAS
SP-125 CONDIMENT GRP
SP-126 COPOKING INST GROUPS
SP-127 EDIT RANGE OF PLUS
SP-128 CREATE RANGE OF PLUS
SP-129 PERSON TYPE
SP-130 USER TEXT
SP-131 WARNING MESSAGES
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:48
```

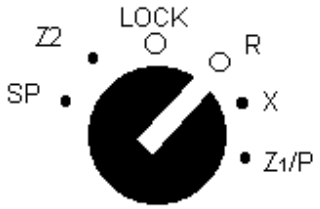
Main Programming Menu

Step 13

Return to **REGISTER** mode

Using the **M** Key

Turn to the **R** position



SP-123 CLERKS

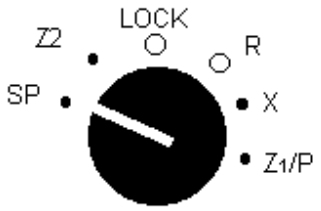
Step 1 – SP-123 CLERKS

With no Team Member Logged-On

Using the **M** Key, Turn to the **SP** position

Enter a valid Team Member Clerk number

Press **CLERK**



Step 2

Using the **PAGE** & **SCROLL** keys

Highlight **SP-123 CLERKS** and press **ENTER**

```
Select Option

Team Leader 01
SP-122 PLUS
SP-123 CLERKS
SP-124 MEDIAS
SP-125 CONDIMENT GRP
SP-126 COPOKING INST GROUPS
SP-127 EDIT RANGE OF PLUS
SP-128 CREATE RANGE OF PLUS
SP-129 PERSON TYPE
SP-130 USER TEXT
SP-131 WARNING MESSAGES
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:03
```

Main Programming Menu

Step 3

Using the **PAGE** & **SCROLL** keys

Highlight the desired **CLERK** and press **ENTER**

```
SP-123 CLERKS

Team Leader 01
01 – Team Leader 01
02 – Team Leader 02
03 – Team Member 03
04 – Team Member 04
05 – Team Member 05
06 – Team Member 06
07 – Team Member 07
08 – Team Member 08
09 – Team Member 09
10 – Team Member 10
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:03
```

CLERKS Screen 1

Step 4 – SP-123 CLERKS (NAME)

Using the **SCROLL** keys

Highlight **NAME** and press **ENTER**

Enter the new **NAME** and press **ENTER**

```
SP-123 CLERKS

Team Leader 01
NAME:          Team Member 05
CODE:                     ****
COMMISSION:               0.00
FLAG1:                      20
REP SECURE:                  2
PRG SECURE:                  1
FLAG2:                      00
JOB 1                        0
JOB 2                        0
JOB 3                        0
--MORE--   NEW: <KAREN        >
SP | RECEIPT IS ON | 08/27/02 12:04
```

CLERKS Screen 2

Step 5 – (CODE – Clerk number)

In case of error
Return to *Step 4* above

OR

Using the **SCROLL** keys

Highlight **CODE** and press **ENTER**

Enter the new **CODE** and press **ENTER**

Note: Code contains a maximum of 4 numbers (0-9)
Codes must be unique for each clerk

OR

To ***Exit***
Press **CLEAR** to return to *Step 9* below

```
SP-123 CLERKS

Team Leader 01
NAME:          KAREN
CODE:                     ****
COMMISSION:               0.00
FLAG1:                      20
REP SECURE:                  2
PRG SECURE:                  1
FLAG2:                      00
JOB 1                        0
JOB 2                        0
JOB 3                        0
--MORE--   NEW: <2549>
SP | RECEIPT IS ON | 08/27/02 12:04
```

CLERKS Screen 2

Step 6 – (FLAG1)

In case of error
Return to *Step 5* above

OR

Using the **SCROLL** keys

Highlight **FLAG1** and press **ENTER**

OR

To ***Exit***
Press **CLEAR** to return to *Step 9* below

```
SP-123 CLERKS

Team Leader 01
NAME:          KAREN
CODE:                     ****
COMMISSION:               0.00
FLAG1:                      20
REP SECURE:                  2
PRG SECURE:                  1
FLAG2:                      00
JOB 1                        0
JOB 2                        0
JOB 3                        0
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:04
```

CLERKS Screen 2

Note: Most Likely NAME, CODE & FLAG1 will the only fields used

The remaining fields should never be changed

Step 7 – SP-123 CLERKS – (FLAG1)

In case of error
Press **CLEAR** and Return to *Step 6* above

OR

Using the **SCROLL** keys

Highlight **H – TRAINING CLERK** and press **ENTER** to toggle from **NO** to **YES**
Caution: Training Clerks do not effect totals and the cash drawer will not open when they ring items

Highlight **E – OPENS DRAWER 2** and press **ENTER** to toggle from **NO** to **YES**
Caution: Do not use this function unless this system has two (2) cash drawers

OR

To **Exit** FLAG1
Press **CLEAR**

Please use great care when modifying these fields

Incorrect flags will result in Revenue collecting inconsistencies

```
SP-123 CLERKS
KAREN
FLAG 1 - 20
H – TRAINING CLERK          - NO
G – ONLINE OP PERMITTED     - NO
F – SYSTEM CLERK            - YES
E – OPENS DRAWER 2          - NO
D – NO COMMIS SALES TYPE 4  - NO
C – NO COMMIS SALES TYPE 3  - NO
B – NO COMMIS SALES TYPE 2  - NO
A – NO COMMIS SALES TYPE 1  - NO
SP | RECEIPT IS ON | 08/27/02 12:04
```

FLAG1 Screen 1

Note: Flags A, B, C, D, F & G should never be changed unless contacting support first

Step 8

In case of error
Return to *Step 6* above

OR

To **Exit** this CLERK *(KAREN)*
Press **CLEAR**

```
SP-123 CLERKS
Team Leader 01
NAME:          KAREN
CODE:                  ****
COMMISSION:            0.00
FLAG1:                   20
REP SECURE:               2
PRG SECURE:               1
FLAG2:                   00
JOB 1                     0
JOB 2                     0
JOB 3                     0
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:04
```

CLERKS Screen 2

Step 9

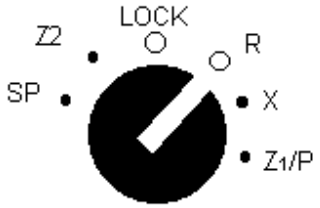
To Edit another CLERK *(Team Member)*
Return to *Step 3* above

OR

To **EXIT**
Press **CLEAR**

```
SP-123 CLERKS
Team Leader 01
01 – Team Leader 01
02 – Team Leader 02
03 – Team Member 03
04 – Team Member 04
05 – KAREN
06 – Team Member 06
07 – Team Member 07
08 – Team Member 08
09 – Team Member 09
10 – Team Member 10
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:03
```

CLERKS Screen 1

<u>Step 10</u> – SP-123 CLERKS To **LOG-OFF** Press **CLERK**	Select Option Team Leader 01 SP-122 PLUS SP-123 CLERKS SP-124 MEDIAS SP-125 CONDIMENT GRP SP-126 COPOKING INST GROUPS SP-127 EDIT RANGE OF PLUS SP-128 CREATE RANGE OF PLUS SP-129 PERSON TYPE SP-130 USER TEXT SP-131 WARNING MESSAGES --MORE-- SP | RECEIPT IS ON | 08/27/02 12:03 *<u>Main Programming Menu</u>*
<u>Step 11</u> Return to **REGISTER** mode Using the **M** key Turn to the **R** position	

SP-141 Logo Lines (Store Address on Receipt)

Step 1 – SP-141 Logo Lines

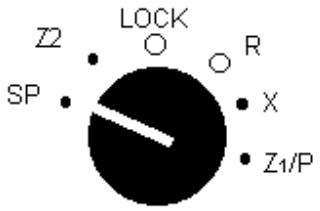
With no Team Member Logged-On

Using the **M** Key

Turn to the **SP** position

Enter a valid Team Member Clerk number

Press **CLERK**



Step 2

Using the **PAGE** & **SCROLL** keys

Highlight **SP-141 LOGO LINES** and press **ENTER**

```
Select Option

Team Member 01
SP-132 COOKING INSTRUCTIONS
SP-133 CATEGORIES
SP-134 LOCATIONS
SP-135 LOGO LINES – 24 CHs
SP-136 ECR NAMES
SP-137 KP NAMES
SP-138 PAID OUT NAMES
SP-139 GST MERCHANT
SP-140 LOOK UP PLUS
SP-141 LOGO LINES – WIDE
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:49
```

Main Programming Menu

Step 3

Press **PAGE DOWN**

Note: If a graphical Logo is used, then the first 5 lines of the Receipt are not printed

```
Select Option

Team Member 01
01 - ************
02 - *   Your   *
03 - *  Receipt *
04 - * Thank You*
05 - ************
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:38
```

LOGO LINES Screen 1

Step 3 – SP-141 Logo Lines

If *Store Number* has changed:

Using the **SCROLL** keys

Highlight **Line 06** and press **ENTER**

Enter Inland Cash Register ***#456*** and press **ENTER**

Note: The program will automatically center the text on the lines. There are a total of 46 single size characters available

```
                Select Option
Team Member 01
04 -   * Thank You*
05 -   ***********
06 -        Inland Cash Register #123
07 -          123 N Main St – Suite F
08 -             Anytown US 12345
--MORE--  NEW : <      Inland Cash
          Register #456          >
SP  RECEIPT IS ON  08/27/02 12:38
```

LOGO LINES Screen 2

Step 4

In case of error
Return to *Step 3* above

OR

If *Store Address* has changed:

Using the **SCROLL** keys

Highlight **Line 07** and press **ENTER**

Enter ***435 S MAIN ST – SUITE D*** and press **ENTER**

Note: The program will automatically center the text on the lines
There are a total of 46 single size characters available

OR

To ***Exit***
Press **CLEAR** to return to *Step 7* below

```
                Select Option
Team Member 01
04 -   * Thank You*
05 -   ***********
06 -        Inland Cash Register #456
07 -          123 N Main St – Suite F
08 -             Anytown US 12345
--MORE--  NEW : <          435 S MAIN
          ST – SUITE D     >
SP  RECEIPT IS ON  08/27/02 12:38
```

LOGO LINES Screen 2

Step 5 – SP141 Logo Lines

In case of error
Return to *Step 4* above

OR

If *City or State or ZIP* has changed:

Using the **SCROLL** keys

Highlight **Line 08** and press **ENTER**

Enter ***THIS TOWN US 12355*** and press **ENTER**

Note: The lines contain preceding spaces in order to center the text on the receipt
There are a total of 46 single size characters Available

OR

To ***Exit***
Press **CLEAR** to return to *Step 7* below

```
Select Option

Team Member 01
04 -   * Thank You*
05 -   ************
06 -        Inland Cash Register #123

07 -           435 S MAIN ST – SUITE D
08 -              Anytown US 12345

--MORE--  NEW : <          THIS TOWN US
                12355    >
SP   RECEIPT IS ON   08/27/02 12:38
```

LOGO LINES Screen 2

Step 6

In case of error
Return to *Step 5* above

OR

To ***Exit***
Press **CLEAR**

```
Select Option

Team Member 01
04 -   * Thank You*
05 -   ************
06 -        Inland Cash Register #123

07 -           435 S MAIN ST – SUITE D
08 -              THIS TOWN US 12355

--MORE--
SP   RECEIPT IS ON   08/27/02 12:38
```

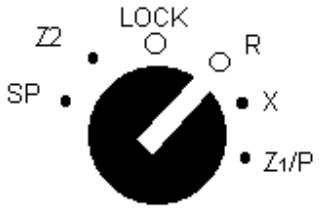
LOGO LINES Screen 2

Step 7

To ***Log-Off***
Press **CLERK**

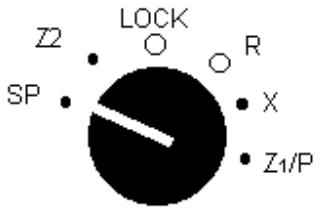
```
Select Option

Team Member 01
SP-132 COOKING INSTRUCTIONS
SP-133 CATEGORIES
SP-134 LOCATIONS
SP-135 LOGO LINES – 24 CHs
SP-136 ECR NAMES
SP-137 KP NAMES
SP-138 PAID OUT NAMES
SP-139 GST MERCHANT
SP-140 LOOK UP PLUS
SP-141 LOG LINES – WIDE
--MORE--
SP   RECEIPT IS ON   08/27/02 12:49
```

Main Programming Menu

<u>Step 8</u> – SP-141 Logo Lines Return to **Register** mode Using the **M** Key Turn to the **R** position	

SP-155 Tax Rates

Notice: *After making Tax Rate changes, it is STRONGLY recommended that you immediately verify these rates in the Register mode.*

Step 1 – SP-155 Tax Rates With no Team Member Logged-On Using the **M** Key Turn to the **SP** position Enter a valid Team Member Clerk number Press **CLERK**	
Step 2 Using the **PAGE** & **SCROLL** keys Highlight **SP-155 TAX RATES** and press **ENTER**	Select Option Team Member 01 SP-142 INVOICE LINES SP-143 MACRO KEY SP-144 CHEQUE PRINT MESSAGE SP-145 TARE SP-150 PRESET TENDERS SP-151 PERCENTAGES SP-152 CASH IN DRAWER LIMITS SP-153 ADJUSTMENTS SP-154 LOOK UP PLU MENU SHIFT SP-155 TAX RATES --MORE-- SP | RECEIPT IS ON | 08/27/02 12:38 *Main Programming Menu*

Step 3 – SP-155 Tax Rates

Using the **SCROLL** keys

Highlight **TAX1** and press **ENTER**

Enter **550** *(for a 5.5% tax rate)* and Press **ENTER**

1% is entered as 100
5% is entered as 500
6.25% is entered as 625
7.5% is entered as 750
8.75% is entered as 875
etc.

Please use great care when modifying Tax Rates

Incorrect Tax Rates will result in Tax Collecting inconsistencies

```
SP-155 TAX RATES

Team Member 01
TAX 1                    5.00
TAX 2                    7.50
TAX 3                    0.00
No TAX 4                 0.00

NEW: < 550 >
SP | RECEIPT IS ON | 08/27/02 12:39
```

Tax Rates Screen 1

Tax 4 is reserved for items that are tax exempt (VIP Cards & Gift Certificates)

Step 4

In case of error
Press **CLEAR** and return to *Step 3* above

OR

Using the **SCROLL** keys

Highlight **TAX2** and press **ENTER**

Enter **700** *(for a 7% tax rate)* and Press **ENTER**

1% is entered as 100
5% is entered as 500
6.25% is entered as 625
7.5% is entered as 750
8.75% is entered as 875
etc.

OR

To **Exit**
Press **CLEAR**

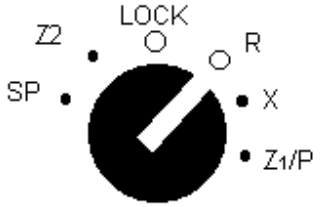
Please use great care when modifying Tax Rates

Incorrect Tax Rates will result in Tax Collecting inconsistencies

```
SP-155 TAX RATES

Team Member 01
TAX 1                    5.50
TAX 2                    7.50
TAX 3                    0.00
NO TAX 4                 0.00

NEW: < 700 >
SP | RECEIPT IS ON | 08/27/02 12:39
```

Tax Rates Screen 1

Tax 4 is reserved for items that are tax exempt (VIP Cards & Gift Certificates)

Step 5 – SP-155 Tax Rates In case of error Return to *Step 4* above OR To ***Exit*** Press **CLEAR**	SP-155 TAX RATES Team Member 01 TAX 1 5.50 TAX 2 7.50 TAX 3 0.00 NO TAX 4 0.00 SP | RECEIPT IS ON | 08/27/02 12:39 *PLU Price Change Screen 2*
Step 6 To ***Log-Off*** Press **CLERK**	Select Option Team Member 01 SP-142 INVOICE LINES SP-143 MACRO KEY SP-144 CHEQUE PRINT MESSAGE SP-145 TARE SP-150 PRESET TENDERS SP-151 PERCENTAGES SP-152 CASH IN DRAWER LIMITS SP-153 ADJUSTMENTS SP-154 LOOK UP PLU MENU SHIFT SP-155 TAX RATES --MORE-- SP | RECEIPT IS ON | 08/27/02 12:38 *Main Programming Menu*
Step 8 Return to **Register** mode Using the **M** Key Turn to the **R** position	

SP-190 TIME & DATE

Step 1 – SP-190 TIME & DATE

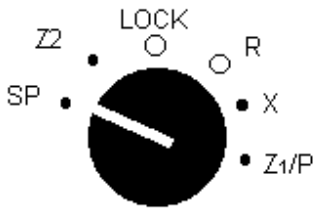
With no Team Member Logged-On

Using the **M** Key

Turn to the **SP** position

Enter a valid Team Member Clerk number

Press **CLERK**



Step 2

Using the **PAGE** & **SCROLL** keys

Highlight **SP-190 TIME & DATE** and press **ENTER**

```
Select Option

Team Member 01
SP-170 ASSORTED REPORT
SP-181 SECURITY – REPORTS
SP-182 SECURITY – PROGS
SP-183 JOB CODE NAMES
SP-184 PAY RATES
SP-185 GRACE PERIOD
SP-186 OVERTIME
SP-190 TIME & DATE
SP-191 TIME & ATTENDANCE EDIT
SP-192 CUSTOMER FILE
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:38
```

Main Programming Menu

Step 3

Using the **PAGE** & **SCROLL** keys

Highlight **TIME (HHMMSS)** and press **ENTER**

Enter ***The New Time*** **(113800)** and press ENTER

Note: Uses 24 hour clock
010000 = 1:00 am
120000 = 12:00 Noon
150000 = 3:00 pm
000000 = 12:00 Midnight

To **Exit**
Press **CLEAR** and return to *Step 5 below*

```
SP-190 TIME & DATE

Team Member 01
TIME(HHMMSS)
DATE(YYYYMMDD)

TIME (HHMMSS) <113800>
SP | RECEIPT IS ON | 08/27/02 12:39
```

Time & Date Set Screen 1

<u>Step 4</u> – SP-190 TIME & DATE

In case of error
Return to *<u>Step 3</u>* above

Using the **PAGE** & **SCROLL** keys

Highlight **DATE (YYYYMMDD)** and press **ENTER**

Enter ***The New Date*** **(20020826)** and press ENTER

Note: 4 Digit Year – Month – Day
20020826 = August, 26th 2002

To **Exit**
Press **CLEAR**

```
SP-155 TAX RATES

Team Member 01
TIME(HHMMSS)
DATE(YYYYMMDD)

DATE (YYYYMMDD) <20020826>
SP | RECEIPT IS ON | 08/27/02 11:39
```

<u>Time & Date Set Screen 2</u>

<u>Step 5</u>

To ***Log-Off***
Press **CLERK**

```
Select Option

Team Member 01
SP-170 ASSORTED REPORT
SP-181 SECURITY – REPORTS
SP-182 SECURITY – PROGS
SP-183 JOB CODE NAMES
SP-184 PAY RATES
SP-185 GRACE PERIOD
SP-186 OVERTIME
SP-190 TIME & DATE
SP-191 TIME & ATTENDANCE EDIT
SP-192 CUSTOMER FILE
--MORE--
SP | RECEIPT IS ON | 08/26/02 11:40
```

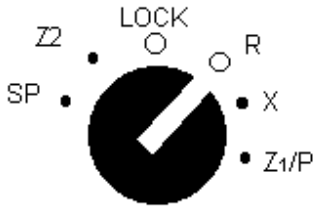
<u>Main Programming Menu</u>

<u>Step 6</u>

Return to **Register** mode

Using the **M** Key

Turn to the **R** position



SP-191 TARE WEIGHTS

Step 1 – SP-191 Tare Weights

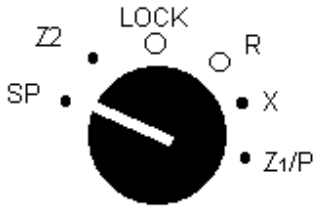
With no Team Member Logged-On

Using the **M** Key

Turn to the **SP** position

Enter a valid Team Member Clerk number

Press **CLERK**



Step 2

Using the **PAGE** & **SCROLL** keys

Highlight **SP-145 TARE** press **ENTER**

```
Select Option

Team Member 01
SP-124 MEDIAS
SP-127 EDIT RANGE OF PLUS
SP-128 CREATE RANGE OF PLUS
SP-130 USER TEXT
SP-135 LOGO LINES
SP-136 ECR NAME
SP-139 MERCHANT MESSAGE
SP-140 LOOK UP PLUS
SP-145 TARE
SP-150 PRESET TENDERS
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:38
```

Main Programming Menu

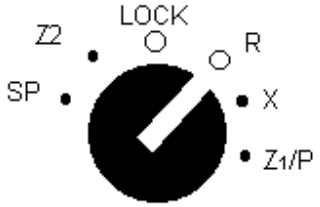
Step 3

Using the **PAGE** & **SCROLL** keys

Highlight **05 – TARE 5** and press **ENTER**

```
SP-145 TARE

Team Member 01
01 – SM PLATE
02 – LG PLATE
03 – SM TOGO
04 – LG TOGO
05 – TARE 5
06 – TARE 6
07 – TARE 7
08 – TARE 8
09 – TARE 9
10 – TARE 10
--MORE--
SP | RECEIPT IS ON | 08/27/02 12:38
```

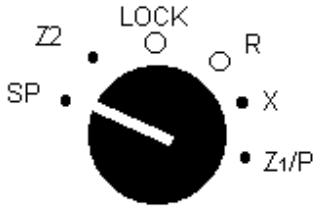
Step 4 – SP-145 TARE In case of error Press **CLEAR** and return to *Step 3* above Highlight **TARE 5** and press **ENTER**	SP-145 TARE Team Member 01 NAME : TARE 5 WEIGHT .00 LB SP | RECEIPT IS ON | 08/27/02 12:39
Step 5 In case of error Press **CLEAR** and Return to *Step 4* above Type the name of the tare dish/container *Example: LG BOWL* Press **ENTER**	SP-145 TARE Team Member 01 NAME : TARE 5 WEIGHT .00 LB **NEW <LG BOWL>** SP | RECEIPT IS ON | 08/27/02 12:39
Step 6 Highlight **WEIGHT** and press **ENTER** Enter **02** *(FOR .02 LBS)* and press **ENTER** *NOTE: Do note push the decimal point*	SP-145 TARE Team Member 01 NAME : TARE 2 WEIGHT .00 LB **NEW < 02 >** SP | RECEIPT IS ON | 08/27/02 12:39

Step 7 To ***Exit*** Press **CLEAR**	SP-145 TARE Team Member 01 NAME : TARE 2 WEIGHT .02 LB SP | RECEIPT IS ON | 08/27/02 12:39
Step 8 Verification Receipt will Print To program another tare weight, return to *Step 3* above Or to ***Exit*** Press *CLEAR*	SP-145 TARE Team Member 01 01 – SM PLATE 02 – LG PLATE 03 – SM TOGO 04 – LG TOGO 05 – TARE 5 06 – TARE 6 07 – TARE 7 08 – TARE 8 09 – TARE 9 10 – TARE 10 --MORE-- SP | RECEIPT IS ON | 08/27/02 12:38
Step 10 To ***Log-Off*** Press **CLERK**	Select Option Team Member 01 SP-124 MEDIAS SP-127 EDIT RANGE OF PLUS SP-128 CREATE RANGE OF PLUS SP-130 USER TEXT SP-135 LOGO LINES SP-136 ECR NAME SP-139 MERCHANT MESSAGE SP-140 LOOK UP PLUS SP-145 TARE SP-150 PRESET TENDERS --MORE-- SP | RECEIPT IS ON | 08/27/02 12:38 *Main Programming Menu*
Step 10 Return to **Register** mode Using the **M** Key Turn to the **R** position	

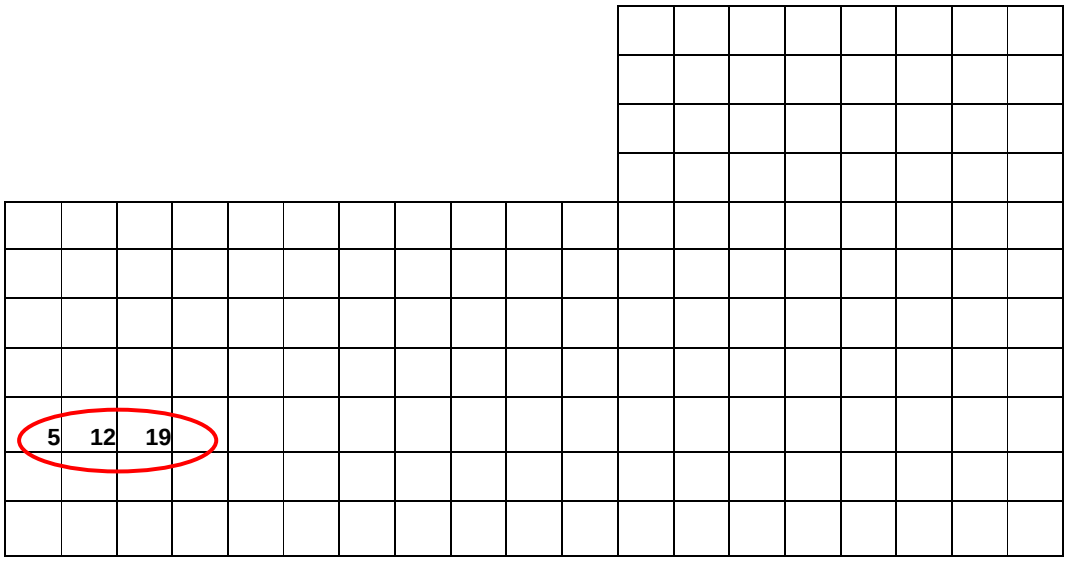
INITIAL RESET SX 7005 – Reset Printer

If you become stuck in a transaction and the cash register does not respond when pressing either the clear or Clerk keys or the printer has quit functioning, then follow these steps to “re-initialize.”

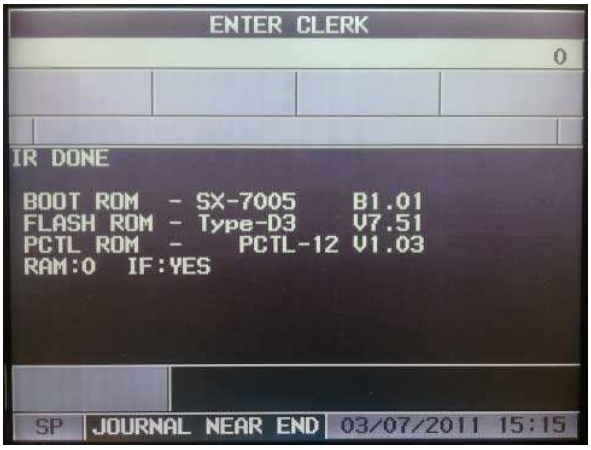
Initial Reset

Step 1 Turn cash register power switch off. (Power switch is located on right side of the cash register, near the back.	
Step 2 Turn the control key to SP position.	

Step 3
Press and hold the three “IR” keys at the same time, as shown below



Step 4 While still holding down the three “IR” keys, Turn the cash register power switch on.	

If done correctly, the "IR Done" message is displayed and the buzzer sounds. The three “IR” keys can be released Turn the key to the "R" Mode and sign on a clerk	

HELP ME !

Q: I just got my Uniwell POS System, where do I start?

A: Be good to your self and your Uniwell by getting some coffee (or cup of tea) and this manual. Both are packed with all kinds of good things for you!

Q: Noting prints on my receipt, but the paper advances.

A: Paper installed wrong, turn roll around to print on shiny side. *See Page 1-7*

Q: I have an SX-7005 and the printer doesn't print since we changed the roll of paper.

A: Make sure the paper is properly installed and do an initial reset. *See Page 3-26*

Q: My Logo has disappeared from my receipts.

A: Simply turn off the register wait a moment and turn it back on, the Logo will reload to the printer.

Q: Some one tried to do an initial reset, but now all my keys are dead.

A: Most likely some one did not do the initial reset correctly, contact support.

Q: What reports do I run at the end of the night?

A: Suggested nightly closing procedures can be found in this manual. *See Page 2-10*

Q: What reports do I run at the end of the month?

A: Suggested month end closing procedures can be found in this manual. *See Page 2-24.*

Q: Not sure what's wrong? Need to speak to some one?

A: Support Contact numbers can be found in this manual. *See below*.